



## GRANT COUNTY

## COUNTY BOARD AGENDA

The Grant County Board of Supervisors will meet at 10:00 a.m., Tuesday, March 17, 2026 in the County Board Meeting Room 264 in the Administration Building, 111 S. Jefferson Street, Lancaster, WI 53813 pursuant to the adjournment of the February 17, 2026 County Board Meeting.

### Join Zoom Meeting

<https://co-grant-wi-gov.zoom.us/j/83072943155?pwd=0yd37A4ukGTBM3tKXq6Uhlq4ztB2ZL.1>

Dial by your location: (312) 626 6799

Meeting ID: 830 7294 3155

Passcode: 888852

Consideration will be given and/or action taken on any or all of the following items:

1. Call to Order
2. Pledge of Allegiance to the Flag
3. Open Meeting Law Certification
4. Roll Call
5. Approval of Agenda
6. Approval of Minutes
7. Communications
8. Appointments – Steve Alt, County Surveyor
9. Grants
10. Employee Recognition – Darla Adams
11. Update on Fiber Optics/Communication Project
12. Resolution Authorizing the County Treasurer to take the tax deed parcels which have taxes owing on the 2022 tax rolls (2023 tax certificate)
13. Ordinance to Amend Chapter 242 Entitled Taxation
14. Resolution Amending the Grant County 2026 Budget
  - CSZD request for out of budget in the amount of \$30,000 for Non-Metallic Mining
  - Emergency Management request for out of budget in the amount of \$8,000 for Code Red
  - Clerk of Courts request for out of budget in the amount of \$6,000 for interpreters
15. Resolution Authorizing a One-Time Institute Supplement Payment to Unified Community Services and Amending the 2026 Grant County Budget by use of General Fund Balance
  - Unified Community Services request to use \$53,112 from the Grant County General Fund for Institute Supplement payment
16. Resolution Amending the 2026 Grant County Budget to Increase the Unified Community Services (UCS) Appropriation by \$30,000 from its fund balance for Temporary Finance Department Assistance
17. Discussion and Possible Action on Resolution Establishing the Opioid Settlement Review Board and Rescinding the Prior Opioid Settlement Task Force
18. Annual Resolution Authorizing Participation in Public Funding for Snowmobile Trails
19. Policy Updates
  - Personal Conduct and Discipline Policy Update
  - Performance Reviews Policy Update
20. Discussion and Possible Action on Grant County Board Rules
21. Committee Reports
22. Adjournment pursuant to the next County Board Meeting on April 21, 2026 at 10:00 a.m.



**Social Work Certification Policy:** Patrick Schroeder, seconded by Diane Nelson made a motion to approve the Social Work Certification policy. Motion carried without negative vote.

**Accounts Payable Policy:** Roger Guthrie, seconded by Kathy Kopp made a motion to approve the Accounts Payable policy. Motion carried without negative vote.

**Budget Transfer and Amendment Policy:** Rick Sanson, seconded by Kathy Kopp made a motion to approve the Budget Transfer and Amendment policy. Motion carried without negative vote.

**Resolution 2026-02 Adopting Budget Transfer Policy:** Gary Ranum, seconded by Roger Lange made a motion to approve Resolution 2026-02 Adopting Budget Transfer Policy. Motion carried without negative vote.

**Resolution 2026-03 Supporting Sustainable Transportation Funding:** Gary Northouse, seconded by Roger Lange to approve Resolution 2026-03 Supporting Sustainable Transportation Funding. Motion carried without negative vote.

**Resolution 2026-04 Authorizing Salaries for the Sheriff, Clerk of Court, and Coroner for the 2027 through 2030 Term of Office:** Kathy Kopp, seconded by Gary Ranum made a motion to approve Resolution 2026-04 Authorizing Salaries for the Sheriff, Clerk of Court and Coroner for the 2027 through 2030 Term of Office. Motion carried without negative vote.

**Resolution 2026-05 Authorizing Transfer of Grant County Thrift Shop Operations and Donation of Fund 206 to Lancaster Thrift Shop, Inc:** Gary Northouse, seconded by Patrick Schroeder made a motion to approve Resolution 2026-05 Authorizing Transfer of Grant County Thrift Shop Operations and Donation of Fund 206 to Lancaster Thrift Shop, Inc. Motion carried without negative vote.

**Discussion and possible action on Grant County Board Rules:** The Board discussed the proposed rules and committee structure.

**Dog Claims:** There were no dog claims.

#### **Committee Reports**

Ag, Extension & Fair: Roger Guthrie gave a report.

ADRC: Kathy Kopp advised that the meeting is Wednesday.

CJCC: Gary Ranum gave a report.

CSZD: Joseph Mumm gave a report.

Executive: Robert Keeney gave a report.

GCEDC: John Beinborn advised the next meeting will take place at the Cottonwood.

HHS: Gary Ranum gave a report.

Highway: Gary Northouse gave a report.

Law Enforcement/Emergency Management: Kathy Kopp gave a report.

Library: Roger Lange gave a report.

Orchard Manor/Farm: Rick Sanson gave a report.

SWCAP: Carol Beals advised the next meeting is Thursday, February 26<sup>th</sup>.

UCS: Carol Beals advised the next meeting is Wednesday night.

Veterans: Lester Jantzen gave a report.

**Adjournment:** Joseph Mumm, seconded by Roger Guthrie made a motion to adjourn to March 17, 2026 at 10:00 a.m. Motion carried without negative vote at 11:34 a.m.

# GRANT COUNTY BOARD OF SUPERVISORS

## RESOLUTION NO. 2026-06

**Subject:** Executive Committee authorizing the County Treasurer to take the tax deed parcels which have taxes owing on the 2022 tax rolls (2023 tax certificates)

**WHEREAS,** Grant County is the owner of numerous tax certificates for the year 2023 based on the tax levy of 2022.

**NOW, THEREFORE, BE IT RESOLVED,** that the County Treasurer is herewith instructed to execute and have signed by the County Clerk for tax deeds, pursuant to Paragraph 75.36 of the Wisconsin Statutes on 2023 certificates based on the 2022 taxes remaining unpaid after 'notices' have been served on the owners of record in the office of the Register of Deeds, by the County Treasurer, pursuant to Paragraph 75.12 of the Wisconsin Statutes. Such tax deeds to be executed on behalf of the County of Grant.

Respectfully submitted,  
Executive Committee

\_\_\_\_\_  
Robert Keeney, Co. Board Chair

\_\_\_\_\_  
Roger Guthrie, Vice Chairman

\_\_\_\_\_  
Gary Ranum, Secretary

\_\_\_\_\_  
Joseph Mumm

\_\_\_\_\_  
Gary Northouse

\_\_\_\_\_  
Kathy Kopp

\_\_\_\_\_  
Rick Sanson

ATTEST:

I, Tonya White, Grant County Clerk, do certify that this resolution was adopted by the Grant County Board of Supervisors at a meeting held on March 17, 2026.

\_\_\_\_\_  
Tonya White, County Clerk

## Chapter 242. Taxation

### Article I. Purchase of Tax Deed Lands

#### § 242-1. Intent.

This article is intended to establish a procedure which will allow preference to former owners to repurchase tax-deeded lands.

#### § 242-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except when the context clearly indicates a different meaning:

#### **APPRAISED VALUE**

Appraised Value means the value determined by the Executive committee of the County Board, or a certified appraiser, as defined in 458.01(7) Wis. Stats.

#### **BENEFICIARY**

Beneficiary shall have the meaning ascribed to such term in Wis. Stat. § 851.03

#### **FORMER OWNER**

A person who lost his or her title through delinquent tax collection enforcement procedure, or his or her heirs.

#### **HEIR**

Heir shall have the meaning ascribed to such term in Wis. Stat. § 851.09

#### **OWNER-OCCUPIED, SINGLE-FAMILY RESIDENCE**

Owner-Occupied, Single-Family Residence means any single-family residential unit used by one family which owns the property as their permanent and primary residence and, upon request, is able to provide the County Treasurer with evidence establishing the satisfaction of these terms (e.g., a utility bill.)

#### **TAX DEED**

A tax deed executed under § 75.14, Wis. Stats., a deed executed under § 75.19, Wis. Stats., or a judgment issued under § 75.521, Wis. Stats.

## **TAX-DEEDED LANDS**

Tax-deeded lands shall have the meaning ascribed to such term in Wis. Stat. § 75.35(1).

### **§ 242-3. (Reserved)**

(As adopted 5-16-2000 by Ord. No. 39, Repurchase Option, is hereby Repealed and Reserved)

### **§ 242-4. (Reserved)**

(As adopted 5-16-2000 by Ord. No. 39, Option Period, is hereby Repealed and Reserved)

### **§ 242-4.1 Administration and Management of Tax-Deeded Lands.**

(Adopted \_\_\_\_\_, 2026, by Ord. No. \_\_\_\_)

- (1) The County shall comply with the provisions of Wis. Stats. §§ 75.35, 75.36 and 75.69 in the disposition of tax-deeded lands.
- (2) Pursuant to Wis. Stat. § 75.35(2)(d), the County Board of Supervisors hereby delegates to the County Treasurer the power to acquire, manage and sell tax-deeded lands including the power to determine which properties to acquire.
- (3) The County Board of Supervisors recognizes that there may be properties where it is undesirable for the County to acquire the property through the process set forth in Wis. Stats. Chap. 75 and hereby delegates to the Treasurer the authority to make such determination.
- (4) The Treasurer shall notify the former owner, by registered mail or certified mail sent to the former owner's mailing address on the tax bill, that the former owner may be entitled to a share of the proceeds of a future sale of the tax-deeded land.
- (5) The Treasurer, under the general oversight of the Executive Committee, shall determine the appraised value of the tax-deeded land. The appraisal/opening bid should be established as the market value of the most recent tax bill issued to the former owner prior to County acquisition as reviewed by the County Treasurer or a certified appraiser as defined in Wis. Stat. § 458.01(7).
- (6) The following provisions in this Section (6) relate to tax-deeded lands that are owner-occupied, single-family residences. This Section (6) may, in the sole

discretion of the Treasurer be applied to tax-deeded lands that are not owner-occupied, single-family residences. <sup>1</sup>

- a. The Treasurer shall provide notice of the right to redeem tax deeded lands to the former owner, heirs or beneficiaries by sending a letter by certified mail addressed to the former owner at their last known address on file with the Treasurer. The notice shall be deemed delivered as of the earlier of:
    - i. The date the letter is actually received by the former owner;
    - ii. The date a receipt is given for the letter by or on behalf of the former owner; or
    - iii. The date the USPS indicates service by certified mailing cannot be completed.
  - b. If a former owner of tax-deeded land, or such former owner's heir or beneficiary, notifies the Treasurer of an intent to repurchase the tax-deeded land within 60 days of the date the County acquired the tax-deeded land, the Treasurer shall order a title report from a title insurance company showing all liens of record against the tax-deeded land in existence on the day prior to the judgment of foreclosure in favor of the County, the cost of which shall be paid in advance by the person(s) notifying the Treasurer of the intent to repurchase the tax-deeded land.
  - c. If the former owner, or such former owner's heir or beneficiary, provides proof of satisfaction of all liens of record as established in the title report within 30 days of the date of the title report; and has provided the County with funds necessary to satisfy all costs and expenses due to the County as provided in Wis. Stat. § 75.36(3)(a)(1); the Treasurer shall convey the tax-deeded land to the former owner, or such former owner's estate by quit-claim deed.
- (7) Unless a tax-deeded land is repurchased under Section (6), within 180 days for tax-deeded lands acquired on or after January 1, 2026, the Treasurer shall publish on the County's website along with a class 1 notice of the listing of tax deeded lands available for purchase and the appraised value, as determined in Section (5). The publications shall include information regarding the method of sale to be utilized.
- (8) The Treasurer, under the general oversight of the Executive Committee, may accept the bid most advantageous to it but, at the first attempt to sell a tax-

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<sup>1</sup> Section 75.35(3) requires this process for single-family, owner-occupied properties, but this process may also be utilized for other properties if the county chooses.

deeded land, every bid less than the appraised value of the tax-deeded land shall be rejected. Tax-deeded land previously advertised for sale may be sold for any amount determined by the Treasurer but only after advertising the sale of such tax-deeded land by publication of a class 1 notice, under Wis. Stat. Chap. 985. No tax-deeded land may be sold for an amount that is less than the tax-deeded land's appraised value determined under Section (5) unless the Executive Committee has reviewed and approved such a sale and no tax-deeded land may be sold for an amount that is less than the amount of the highest bid unless the Executive Committee prepares a written statement, available for public inspection, that explains the reasons for accepting a bid that is less than the highest bid. The Treasurer shall notify, by mail, the clerk of the municipality in which a tax-deeded land is located of the sale of a tax-deeded land at least three weeks prior to the time of the sale.

- (9) The Treasurer shall send to the owner any proceeds to which the former owner is entitled under Wis. Stat. § 75.36(2m)(a) by certified mail to the former owner's last known address. If the former owner is deceased, the payment shall be written to the former owner's estate, as determined by law. If the payment to the former owner is returned to the County or otherwise not claimed by the former owner or estate within one year following the mailing of the proceeds, the payment shall be considered unclaimed funds and disposed of pursuant to Wis. Stat. § 59.66(2). Neither the former owner nor any person making a claim for any funds under this Section (10) is entitled to interest on sums owed by the County hereunder.
- (10) Sections (7), (8) and (9) do not apply to the withdrawal and sale of county forest lands, nor to the sale or exchange of lands to or between the County and a municipality or the state. [NOTE: *Tyler* implications]

§ 242-4.2. through § 242-4.4. (Reserved)

§ 242-4.5 Sale of Tax-Deeded Lands to Municipality.

[Added 2-20-2018 by Ord. No. 39]

- A. In the event a parcel of tax-deeded lands is not redeemed by the former owner, the treasurer may offer it to the municipality within which the parcel is located before offering the same to the general public.
- B. Sale of tax-deeded lands to a municipality under this section shall be approved by the Executive Committee and entire Grant County Board before a deed is issued by the County Clerk.

## Article II. Sales and Use Taxes

[Adopted 10-2-2002 by Ord. No. 42]

### § 242-5. Authority and Purpose.

This article is enacted under the authority of Subchapter V, Ch. 77, Wis. Stats., and the County sales and use taxes imposed herein shall be used only for the purpose of directly reducing the property tax levy of Grant County.

### § 242-6. Imposition of Tax.

There are hereby imposed county sales and use taxes at a rate of 0.5% in the manner and to the extent permitted as set forth in their entirety in Subchapter V, Ch. 77, Wis. Stats., and acts amendatory thereto.

### § 242-7. Utilization of revenue.

One hundred percent of the revenue from the County sales and use taxes shall be applied to property tax relief by reducing dollar-for-dollar the amount of the property tax as established annually by the County Board (less amount retained by the State of Wisconsin pursuant to § 77.76, Wis. Stats.).

**RESOLUTION NO. 2026-08**  
**A RESOLUTION AMENDING THE GRANT COUNTY 2026 BUDGET**

**WHEREAS**, the Grant County Board of Supervisors adopted the County's 2026 Annual Budget; and

**WHEREAS**, during the 2026 fiscal year, the County has identified the need to amend certain appropriations to account for (a) 2025 projects not completed and requiring continuation in 2026, (b) an omitted 2026 budgeting item, and (c) unforeseen and unanticipated 2026 expenses; and

**WHEREAS**, under Wis. Stat. § 65.90(5)(ar), after adoption of the budget the amounts of appropriations and the purposes for such appropriations may not be changed unless authorized by a two-thirds (2/3) vote of the members-elect of the governing body (and the County must publish a Class 1 notice or post notice on the County website within 15 days after any change is made); and

**WHEREAS**, the County desires to amend the 2026 budget as set forth below.

**NOW, THEREFORE, BE IT RESOLVED** by the Grant County Board of Supervisors:

**1) The 2026 Budget is hereby amended as follows (appropriation increases)**

**A. Orchard Manor (carryover of 2025 projects not completed)**

- Increase 2026 Expenditures (Orchard Manor – Projects/Capital/Carryover) by: **\$1,507,000**
- Increase Financing Source (Orchard Manor Fund Balance Applied/Use of Fund Balance) by: **\$1,507,000**

**B. Conservation, Sanitation & Zoning Department (Non-Metallic Mining)**

- Increase 2026 Expenditures (CSZD – Non-Metallic Mining) by: **\$30,000**

**C. Emergency Management (CodeRED system)**

- Increase 2026 Expenditures (Emergency Management – CodeRED) by: **\$8,000**

**D. Clerk of Courts (Interpreter expenses incurred in January 2026)**

- Increase 2026 Expenditures (Clerk of Courts – Interpreters) by: **\$6,000**

**2) Funding source for General Fund-related amendments (B–D)**

To fund items **B–D** above (**total \$42,000**) without increasing the property tax levy, the 2026 budget is further amended as follows:

- **Decrease** 2026 Expenditures (General Fund) by: **\$44,000**
- **Increase** 2026 Expenditures (CSZD – Non-Metallic Mining) by: **\$30,000**
- **Increase** 2026 Expenditures (Emergency Management – CodeRED) by: **\$8,000**
- **Increase** 2026 Expenditures (Clerk of Courts – Interpreters) by: **\$11,000**
- **Increase** 2026 Revenue (Clerk of Courts – Interpreters) by **\$5,000**

**3) Administrative implementation**

The Finance Director and County Administrator are authorized and directed to make the necessary accounting entries to implement these amendments consistent with County financial policies and applicable law.

**4) Statutory notice**

Consistent with Wis. Stat. § 65.90(5)(ar), the County Clerk shall ensure the required notice of these budget changes is provided within 15 days after the change is made (by Class 1 notice under ch. 985 or by posting notice on the County’s website, as permitted by statute).

**5) Effective date**

This resolution shall take effect upon passage by the County Board and required posting/publication.

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**Adopted this 17<sup>th</sup> day of March, 2026.**

**AYES: \_\_\_\_ NOES: \_\_\_\_ ABSTAIN: \_\_\_\_ ABSENT: \_\_\_\_**

**GRANT COUNTY BOARD OF SUPERVISORS**

By: \_\_\_\_\_  
Chair, County Board

Attest: \_\_\_\_\_  
County Clerk

## Out-of-Budget Expenditure Request

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Grant County – Out-of-Budget Spending Request (OBSR)

Request Date: 2/26/2026

Requestor Name/Title/Dept: Orchard Manor

Amount Requested (not-to-exceed): \$ 1,507,000.00

One-time or Ongoing:  One-time  Ongoing (explain impact below)

### Description & Justification

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Purpose/What is being purchased: See detail attached.

Public purpose/program need: Orchard Manor Capital Projects

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### Budget Impact (Required)

Current budget line to be charged (if known):

Available appropriation remaining in line: \$ \_\_\_\_\_ (attach report or indicate source)

Reason it is “out of budget”:

- No appropriation exists for this object/program
- Appropriation exists but is insufficient
- New mandate/unplanned event
- Other: Project completion will be in 2026. They were not budgeted appropriately in 2025. Finance recommends a Budget Amendment for 2026.

**Proposed Funding Source (Choose one)**

- Use of unassigned fund balance** (specify fund and rationale): OM Fund Balance
- Grant / restricted funding** (specify) \_\_\_\_\_
- Insurance/settlement proceeds** (claim #): \_\_\_\_\_
- New revenue/fee increase** (document authority & estimate):
- General Fund request**

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**Approvals (Routing)**

**Dept Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Finance Director/County Auditor:** Angela Runde **Date:** 2/26/26  
**County Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Corporation Counsel (if required):** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Committee/Board action required?**  No  Yes (meeting date): \_\_\_\_\_  
**Resolution/Minutes reference:** \_\_\_\_\_

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**Emergency Out-of-Budget Purchase Request (24 to 72-hour turnaround)**

**Emergency Out-of-Budget Expenditure Authorization (E-OBEA)**

**Incident/Event:**  Flood  Facility failure  Cyber incident  Public safety  Other

**Date/time identified:** \_\_\_\_\_ **Required-by date:** \_\_\_\_\_

**Total estimated cost:** \$ \_\_\_\_\_

**Minimal Documentation**

1. **What happened/operational impact if not purchased:**
2. **Immediate action requested:**
3. **Vendor(s) contacted/price basis:**
4. **Funding plan (temporary if needed):**
5. **After-action requirement:** “Within \_\_\_\_\_ days, department will submit full OBSR + supporting docs, and Finance will process budget amendment/transfer as required.”

**Emergency approval:**

Dept Head:

Date/Time:

Finance Director/Auditor:

Date/Time:

County Administrator:

Date/Time:

County Board Chair:

Date/Time:

**Attachments**

- Department memo (1 page)
- Vendor quote/estimate
- Impact statement (one-time vs ongoing; future year implications)
- Draft resolution language

## Capital Project Carryover for 2025 to 2026

1. The project or purchase for which the funds were budgeted/amount of requested carryover
  - Nurse Call System- **\$350,000\*full 2026 carryover**
  - Parking Lot- **\$1,000,000\*full 2026 carryover**- quote came in over this, so:
    - \$60,000 additional approved from Resident sink project from 2025 (Board approved 11/13/25 minutes)
  - Double Secure Doors to be added to 200 Wing- \$4,547.60 paid in 2025 of 40,000 \*
    - **Carryover in 2026 \$35,452.40**
  - Heating/HW flow Change order- carryover the change order below- \$19,202.40 (taken out of Humidification)
    - **Carryover in 2026 \$19,202.40**
  - Wanderguard (SGTS now Martin Services)-
    - **Carryover in 2026 \$33,676.38**
  - Door Opener- use for change order-OM Board 11/13/2025- **\*\$8,127.60 carryover**
  - Sink- \$60,000 assigned to parking lot\***\$60,000 full 2026 carryover**
  - Plate warmer- do not need to carryover
  - Humidification- OM Board 03/12/2025- agreed to place a hold on this project.
    - **OM Board approved the following to be taken out of Humidification:**
    - Minus \$72,237.60 for Door Security- OM Board 04/09/2025\* paid in 2025
    - Minus \$13,900 transformer- OM Board 06/18/2025\* paid in 2025
    - Minus \$32,160 Temperature Control Upgrade- OM Board 03/12/2025 \* paid in 2025
    - Minus \$1,000 inside electrical rooms- Wander guard SW Electrical- OM Board \* paid in 2025
    - Minus \$1,500 Elder Dynamics down payment- OM Board 08/6/2025\* paid in 2025
    - Minus \$10,000 Elder Dynamics-OM Board 10/8/2025\* paid in 2025
    - Minus \$40,000 double secure doors on 200 wing-OM Board 10/8/2025\*see above
    - Minus \$19,202.40- OM Board 11/13/25- HW flow control valve change order\*see above
2. Anticipated completion or purchase date
  - Nurse call- RFP with IT- out to bid and install by end of Fall 2026
  - Parking lot- date set for June 2026
  - Double Secure Doors to be added to 200 Wing- by June 2026
  - Heating- \$19,202.40 from Humidification- by June 2026
  - Wanderguard/Door Project- work completed; waiting on final payment to be paid
  - Door Alarms- \$8,127.60 carryover for HW flow control valve change- OM Board 11/13/2025- by June 2026
  - Sink- funds used for Parking Lot- by June 2026
  - Double doors- by June 2026
  - HW flow control valve-change order- by June 2026

3. The account(s) under which these funds were budgeted

- Nurse Call System- 65% Maint SNF Cap Outlay Bldgs, 35% Maint IC Cap Outlay Bldgs
- Parking Lot- 65% Maint SNF Cap Outlay Land, 35% Maint IC Cap Outlay Land
- Double Secure Doors to be added to 200 Wing- 65% Maint SNF Cap Outlay Bldgs, 35% Maint IC Cap Outlay Bldgs
- Heating/HW Flow control valve-change order- 65% Maint SNF Cap Outlay Bldgs, 35% Maint IC Cap Outlay Bldgs
- Wanderguard/Door Control-65% Maint SNF Cap Outlay Bldgs, 35% Maint IC Cap Outlay Bldgs
- HW Flow control valve change order- 65% Maint SNF Cap Outlay Bldgs, 35% Maint IC Cap Outlay Bldgs

FUND	ORG	OBJ	ACCOUNT DESCRIPTION	TY	ORIGINAL APPRO	TRANFRS/ADJSMT	REVISED BUDGE	YTD ACTUAL
601	60185000	480100	OM Gen Miscellaneous Rev	R	(9,800,000.00)	-	(9,800,000.00)	(12,178,403.59)
601	60185000	493000	Fund Balance Used (C/O)	R	(2,740,527.61)	-	(2,740,527.61)	-
601	60185011	581001	Maint SNF Cap Outlay Furn/Equ	E	-	-	-	7,693.35
601	60185011	581011	Maint SNF Cap Outlay Land Imp	E	-	-	-	186,448.13
601	60185011	581012	Maint SNF Cap Outlay Bldgs	E	447,400.00	-	447,400.00	891,940.14
601	60185020	581001	Other SNF Cap Outlay Furn/Equi	E	20,000.00	-	20,000.00	42,667.90
601	60185111	581001	Maint IC Cap Outlay Furn/Equ	E	-	-	-	4,142.58
601	60185111	581011	Maint IC Cap Outlay Land Imp	E	-	-	-	100,395.15
601	60185111	581012	Maint IC Cap Outlay Bldgs	E	-	-	-	149,943.67
601	60185120	581001	Other IC Cap Outlay Furn/Equi	E	-	-	-	17,554.86
601			Total 601 Orchard Manor		(2,040,500.00)	-	(2,040,500.00)	(374,946.01)

## Out-of-Budget Expenditure Request

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Grant County – Out-of-Budget Spending Request (OBSR)

Request Date: 3/3/2026

Requestor Name/Title/Dept: CSZD

Amount Requested (not-to-exceed): \$ 30,000

One-time or Ongoing:  One-time  Ongoing (explain impact below)

### Description & Justification

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Purpose/What is being purchased:

Non-Metallic Mining Budget missed in 2026.

Public purpose/program need:

Non-Metallic Mining Budget missed in 2026.

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### Budget Impact (Required)

(attach report or indicate source)

Current budget line to be charged (if known):

Available appropriation remaining in line: \$

Reason it is “out of budget”:

- No appropriation exists for this object/program
- Appropriation exists but is insufficient
- New mandate/unplanned event
- Price increase/volume increase beyond adopted assumptions
- Other:

**Proposed Funding Source (Choose one)**

- Use of unassigned fund balance** (specify fund and rationale): \$30,000
- Grant / restricted funding** (specify) \_\_\_\_\_
- Insurance/settlement proceeds** (claim #): \_\_\_\_\_
- New revenue/fee increase** (document authority & estimate):
- General Fund request**

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**Approvals (Routing)**

**Dept Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Finance Director/County Auditor:** Angela Runde **Date:** 3/3/26  
**County Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Corporation Counsel (if required):** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Committee/Board action required?**  No  Yes (meeting date): \_\_\_\_\_  
**Resolution/Minutes reference:** \_\_\_\_\_

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**Emergency Out-of-Budget Purchase Request (24 to 72-hour turnaround)**

**Emergency Out-of-Budget Expenditure Authorization (E-OBEA)**

**Incident/Event:**  Flood  Facility failure  Cyber incident  Public safety  Other

**Date/time identified:** \_\_\_\_\_ **Required-by date:** \_\_\_\_\_

**Total estimated cost:** \$ \_\_\_\_\_

**Minimal Documentation**

1. **What happened/operational impact if not purchased:**
2. **Immediate action requested:**
3. **Vendor(s) contacted/price basis:**
4. **Funding plan (temporary if needed):**
5. **After-action requirement:** “Within 30 days, department will submit full OBSR + supporting docs, and Finance will process budget amendment/transfer as required.”

**Emergency approval:**

Dept Head:

Date/Time:

Finance Director/Auditor:

Date/Time:

County Administrator:

Date/Time:

County Board Chair:

Date/Time:

**Attachments**

- Department memo (1 page)
- Vendor quote/estimate
- Impact statement (one-time vs ongoing; future year implications)
- Draft resolution language

Organization	Object	Account Description	2026 Projected Actuals	2026 Original Budget	2025 Original Budget	2025 Actuals	2024 Original Budget	2024 Actuals
10062007	493000	Non Metallic Min Fund Bal Used	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10062007	521000	Non Metallic Mining Prof Serv	\$30,000.00	\$0.00	\$30,000.00	\$45,018.43	\$30,000.00	\$13,541.57

## Out-of-Budget Expenditure Request

---

**Grant County – Out-of-Budget Spending Request (OBSR)**

**Request Date:** 3/3/2026

**Requestor Name/Title/Dept:** Emergency Mgmt

**Amount Requested (not-to-exceed):** \$ 8,000

**One-time or Ongoing:**  One-time  Ongoing (explain impact below)

### **Description & Justification**

---

**Purpose/What is being purchased:**

Code Red Invoice not budgeted for. Half of the invoice cost.

**Public purpose/program need:**

Code Red Invoice not budgeted for. Half of the invoice cost.

---

### **Budget Impact (Required)**

(attach report or indicate source)

**Current budget line to be charged (if known):**

**Available appropriation remaining in line:** \$

**Reason it is “out of budget”:**

- No appropriation exists for this object/program
- Appropriation exists but is insufficient
- New mandate/unplanned event
- Price increase/volume increase beyond adopted assumptions
- Other:

**Proposed Funding Source (Choose one)**

- Use of unassigned fund balance** (specify fund and rationale): \_\_\_\_\_
- Grant / restricted funding** (specify) \_\_\_\_\_
- Insurance/settlement proceeds** (claim #): \_\_\_\_\_
- New revenue/fee increase** (document authority & estimate):
- General Fund request**

---

**Approvals (Routing)**

<b>Dept Head:</b>	Date:
<b>Finance Director/County Auditor:</b> Angela Runde	Date: 3/3/26
<b>County Administrator:</b>	Date:
<b>Corporation Counsel (if required):</b>	Date:
<b>Committee/Board action required?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes (meeting date):	
<b>Resolution/Minutes reference:</b>	

---

**Emergency Out-of-Budget Purchase Request (24 to 72-hour turnaround)**

**Emergency Out-of-Budget Expenditure Authorization (E-OBEA)**

**Incident/Event:**  Flood  Facility failure  Cyber incident  Public safety  Other

**Date/time identified:** \_\_\_\_\_ **Required-by date:** \_\_\_\_\_

**Total estimated cost:** \$ \_\_\_\_\_

**Minimal Documentation**

1. **What happened/operational impact if not purchased:**
2. **Immediate action requested:**
3. **Vendor(s) contacted/price basis:**
4. **Funding plan (temporary if needed):**
5. **After-action requirement:** “Within 30 days, department will submit full OBSR + supporting docs, and Finance will process budget amendment/transfer as required.”

**Emergency approval:**

Dept Head:

Date/Time:

Finance Director/Auditor:

Date/Time:

County Administrator:

Date/Time:

County Board Chair:

Date/Time:

**Attachments**

- Department memo (1 page)
- Vendor quote/estimate
- Impact statement (one-time vs ongoing; future year implications)
- Draft resolution language



Invoice  
15357972

1/1/2026

OnSolve, LLC  
P.O. Box 945672  
Atlanta GA 30394-5672 United States  
410.573.3860

**Bill To**  
Grant County, WI  
8820 Hwy 35/61/81 Suite 1300  
Lancaster WI 53813  
United States

**Ship To**  
Grant County, WI  
8820 Hwy 35/61/81 Suite 1300  
Lancaster WI 53813  
United States

**PLEASE NOTE OUR NEW PAYMENT ADDRESS LISTED ON THE BOTTOM OF THIS INVOICE**

Invoice Date	Terms	Due Date	Customer ID	PO #
1/1/2026	Net 30	1/31/2026	416137	

Item	Start Date	End Date	Quantity	Rate*	Amount
OnSolve CodeRED Elite Unlimited Bundle - Service Area: null; Population 52,110. A population increase above 10% may result in increased pricing. <b>End User</b> Grant County, WI	1/1/2026	12/31/2026	52,110	0.30	\$15,672.83

<b>Subtotal</b>	\$15,672.83
<b>Tax Total (%)</b>	\$0.00
<b>Total</b>	\$15,672.83
<b>Amount Paid/Credited</b>	\$0.00
<b>Amount Due (USD)</b>	\$15,672.83

\* The fees shown above have been rounded to two decimal places for display purposes. As many as ten decimal places may be present in the actual price. The total for this invoice was calculated using the actual price, rather than the rate displayed above, and is the true and correct total for this invoice.

**Bank/Wire Information:**  
Wells Fargo Bank  
Account Name: OnSolve, LLC  
Routing: 063107513 (ACH) / 121000248 (Wires)  
Account Number: 5231692129  
SWIFT Code: WFBUS6S

**Please Remit Check Payment To:**  
OnSolve, LLC  
P.O. Box 945672  
Atlanta, GA 30394-5672

\*\* Please Include Invoice# on Check

**Sales Rep:** Nowell, Jaclyn

**Tax ID:** 45-3191493; **Invoice#:**15357972

If you have any questions about this invoice, please message us through the portal or email: [AR@OnSolve.com](mailto:AR@OnSolve.com)

## Out-of-Budget Expenditure Request

Grant County – Out-of-Budget Spending Request (OBSR)

Request Date: 2-27-26

Requestor Name/Title/Dept: Tina McDonald, Clerk of Court

Amount Requested (not-to-exceed): \$ 4000

One-time or Ongoing:  One-time  Ongoing (explain impact below)

### Description & Justification

Purpose/What is being purchased:

Requesting to increase Interpreter Exp. account. Budgeted \$7000, current \$5900. Current bill to be paid: \$7190. Will be receiving Emergency funding of \$3744. Requesting additional \$4000 to be added to

Public purpose/program need: budget line item in order to have sufficient funds available for the remainder of year.

### Budget Impact (Required)

(attach report or indicate source)

Current budget line to be charged (if known): 10013001-520179

Available appropriation remaining in line: \$ 5964

Reason it is "out of budget":

- No appropriation exists for this object/program
- Appropriation exists but is insufficient
- New mandate/unplanned event
- Price increase/volume increase beyond adopted assumptions
- Other:

**Proposed Funding Source (Choose one)**

- Use of unassigned fund balance (specify fund and rationale): \_\_\_\_\_
  - Grant / restricted funding (specify) \_\_\_\_\_
  - Insurance/settlement proceeds (claim #): \_\_\_\_\_
  - New revenue/fee increase (document authority & estimate):
  - General Fund request
  - X Increase 10013001-461003 (Reimb Int.) by \$1000.
- 

**Approvals (Routing)**

Dept Head: Date: 2-27-26  
Finance Director/County Auditor: Date:  
County Administrator: Date:  
Corporation Counsel (if required): Date:  
Committee/Board action required?  No  Yes (meeting date):  
Resolution/Minutes reference:

---

**Emergency Out-of-Budget Purchase Request (24 to 72-hour turnaround)**

**Emergency Out-of-Budget Expenditure Authorization (E-OB EA)**

Incident/Event:  Flood  Facility failure  Cyber incident  Public safety  Other  
Date/time identified: Required-by date:  
Total estimated cost: \$

**Minimal Documentation**

1. What happened/operational impact if not purchased:
  2. Immediate action requested:
  3. Vendor(s) contacted/price basis:
  4. Funding plan (temporary if needed):
  5. After-action requirement: "Within 30 days, department will submit full OBSR + supporting docs, and Finance will process budget amendment/transfer as required."
-

**Emergency approval:**

Dept Head:

Date/Time:

Finance Director/Auditor: Angela Runde

Date/Time: 3/2/2026

County Administrator:

Date/Time:

County Board Chair:

Date/Time:

**Attachments**

- Department memo (1 page)
  - Vendor quote/estimate
  - Impact statement (one-time vs ongoing; future year implications)
  - Draft resolution language
-

G/L ACCOUNT - MASTER INQUIRY

Org code: 10013001 Circuit Court  
 Object code: 521079 Interpreter Fees  
 Project code:

Type: E  
 Status: A  
 Budgetary: Y

Fund 100 General Fund  
 Function 10 General Government  
 Department 130 Clerk of Courts  
 Division 0000 Undesignated/Undefined  
 Program 13001 Circuit Court  
 Future Use 1 000000 General  
 Future Use 2 0000 Future Use  
 Future Use 3 000 Future Use

Full description: CCT Crt Intrpr Fees  
 Reference Acct:

Short desc: Interpret  
 Auto-encumber? (Y/N) N

----- CURRENT YEAR MONTHLY AMOUNTS -----				
PER	ACTUAL	ENCUMBRANCE	BUD TRANSFER	BUDGET
00	.00	.00	.00	.00
01	564.51	.00	.00	7,000.00
02	470.76	.00	.00	.00
03	.00	.00	.00	.00
04	.00	.00	.00	.00
05	.00	.00	.00	.00
06	.00	.00	.00	.00
07	.00	.00	.00	.00
08	.00	.00	.00	.00
09	.00	.00	.00	.00
10	.00	.00	.00	.00
11	.00	.00	.00	.00
12	.00	.00	.00	.00
13	.00	.00	.00	.00
Tot:	1,035.27	.00	.00	7,000.00

----- CURRENT YEAR TOTAL AMOUNTS -----			
Actual (Memo)	1,035.27	Original Budget	7,000.00
Encumbrances	.00	Budget Tranfr In	.00
Requisitions	.00	Budget Tranfr Out	.00
Total	1,035.27	Carry Fwd Budget	.00
Available Budget	5,964.73	Carry Fwd Bud Tfr	.00
Percent Used	14.79	Revised Budget	7,000.00
Inceptn to SOY	.00	Inceptn Orig Bud	.00
		Inceptn Revsd Bud	.00
Encumb-Last Yr	.00		7,000.00
Actual-Last Yr	.00		7,000.00
Estim-Actual	7,000.00		7,000.00
	.00		7,000.00

## Tina McDonald

---

**From:** Alexandra Wirth  
**Sent:** Thursday, February 26, 2026 5:07 PM  
**To:** Tina McDonald  
**Subject:** RE: Request for Emergency Funds

Hi Tina,

The Director of State Courts approved payment of \$3,744.20 in emergency funds to Grant County. You should receive a check in the next couple of weeks.

Thanks,  
Alexandra

**Alexandra Wirth**  
Wisconsin Court Interpreter Program Manager

---



# Invoice

Invoice Date	Due Date	Invoice #
02/05/26	03/07/26	II-14009

<b>Bill To</b>
Grant County Circuit Court PO Box 110 Lancaster, WI 53813

<b>Phone #</b>	262-740-2590
<b>Fax #</b>	262-740-2592
<b>E-mail</b>	accountsmanager@swits.us
<b>Website</b>	swits.us

Customer ID	Terms: Net 30	PO Number	EIN
2233			20-1702511

Job	Description	Unit	Unit Price	Line Total
10085321	<b>Ref #:</b> 10085321 <b>Interpretation:</b> 01/22/26 8:30 AM - 11:21 PM Mandarin Chinese (cmn) <b>Requested By:</b> Jessie Knapp (608-723-6576) <b>Consumer Name:</b> Jie Chen <b>Record ID:</b> 23CF69, 23CF253, 23CF283, 23CF307, 24CF351 & 25CF83 <b>Location:</b> Grant County Circuit Court Site130 W. Maple St.,Lancaster,WI 53813 <b>Provider:</b> Judge Day <b>Modality:</b> Face to Face <b>Interpreter name:</b> Liping Zhao <b>Required Credential:</b>	8	\$195.00	\$1,560.00
10085321	Hotel (Ref: #10085321)	1	\$210.18	\$210.18
10085321	Mileage (Ref: #10085321)	400	\$0.655	\$262.00
10085322	<b>Ref #:</b> 10085322 <b>Interpretation:</b> 01/22/26 8:30 AM - 11:21 AM Mandarin Chinese (cmn) <b>Requested By:</b> Jessie Knapp (608-723-6576) <b>Consumer Name:</b> Jie Chen <b>Record ID:</b> 23CF69, 23CF253, 23CF283, 23CF307, 24CF351 & 25CF83 <b>Location:</b> Grant County Circuit Court Site130 W. Maple St.,Lancaster,WI 53813 <b>Provider:</b> Judge Day <b>Modality:</b> Face to Face <b>Interpreter name:</b> Mingshu Zhang <b>Required Credential:</b> WI Court ID #2534	8	\$195.00	\$1,560.00
10085322	Hotel (Ref: #10085322)	1	\$210.18	\$210.18
10085322	Mileage (Ref: #10085322)	410	\$0.655	\$268.55

CLERK OF CIRCUIT COURT  
FILED

FEB 05 2026

TINA McDONALD, Clerk  
GRANT COUNTY, WIS.

Job	Description	Unit	Unit Price	Line Total
10085324	<b>Ref #:</b> 10085324 <b>Interpretation:</b> 01/23/26 8:30 AM - 4:30 PM Mandarin Chinese (cmn) <b>Requested By:</b> Jessie Knapp (608-723-6576) <b>CancelledConsumer Name:</b> Jie Chen <b>Record ID:</b> 23CF69, 23CF253, 23CF283, 23CF307, 24CF351 & 25CF83 <b>Location:</b> Grant County Circuit Court Site130 W. Maple St.,Lancaster,WI 53813 <b>Provider:</b> Judge Day <b>Modality:</b> Face to Face <b>Interpreter name:</b> Liping Zhao <b>Required Credential:</b>	0	\$195.00	\$0.00
10085324	Cancellation Fee: Within 72.00 hr(s), Business Days, % Total @100.00% (Ref #10085324)	1	\$1,560.00	\$1,560.00
10085325	<b>Ref #:</b> 10085325 <b>Interpretation:</b> 01/23/26 8:30 AM - 4:30 PM Mandarin Chinese (cmn) <b>Requested By:</b> Jessie Knapp (608-723-6576) <b>CancelledConsumer Name:</b> Jie Chen <b>Record ID:</b> 23CF69, 23CF253, 23CF283, 23CF307, 24CF351 & 25CF83 <b>Location:</b> Grant County Circuit Court Site130 W. Maple St.,Lancaster,WI 53813 <b>Provider:</b> Judge Day <b>Modality:</b> Face to Face <b>Interpreter name:</b> Mingshu Zhang <b>Required Credential:</b> WI Court ID #2534	0	\$195.00	\$0.00
10085325	Cancellation Fee: Within 72.00 hr(s), Business Days, % Total @100.00% (Ref #10085325)	1	\$1,560.00	\$1,560.00

SUB TOTAL SERVICES :	\$3,120.00
SUB TOTAL FEES:	\$3,120.00
SUB TOTAL EXPENSES:	\$950.91
<b>TOTAL:</b>	<b>\$7,190.91</b>



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

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## Wisconsin Secure Program Facility

February 2, 2026

**TO:** Honorable Judge Day  
**FROM:** Warden Paula J. Stoudt  
**RE:** 23CF69; 23CF253; 23CF283; 23CF307; 24CF351; and 25CF83

Your Honor,

While we continually strive to offer programming and services to put our residents in the best position to attain their goals toward self-betterment, there will inevitably be unfortunate incidents committed against staff within a correctional setting. As such, I am writing to express my gratitude for the support shown to the Wisconsin Secure Program Facility (WSPF) staff who were the victims of a resident housed here.

Ensuring accountability of those who compromise the safety of correctional environments is vital for the morale and security of our entire facility. Your commitment to a fair and just outcome reinforces our belief in the judicial system's support for those working on the front lines of public safety.

Thank you again for your support, consideration, and service to our community.

Respectfully,

A handwritten signature in cursive script that reads "P. Stoudt".

Paula J. Stoudt  
Warden  
Wisconsin Secure Program Facility (WSPF)

## **RESOLUTION NO. 2026-09**

### **A RESOLUTION AUTHORIZING A ONE-TIME INSTITUTE SUPPLEMENT PAYMENT TO UNIFIED COMMUNITY SERVICES AND AMENDING THE 2026 GRANT COUNTY BUDGET BY USE OF GENERAL FUND BALANCE**

**WHEREAS**, from time to time, seriously ill, high-risk patients who are residents of Grant County require treatment in a Mental Health Institute; and

**WHEREAS**, such patients are characterized by their extreme potential to commit violence unpredictably against themselves or other persons; and

**WHEREAS**, the cost of care for such patients is typically in excess of \$70,000 per year; and

**WHEREAS**, payment of the entire cost of treatment for such patients by the Community Mental Health/Developmental Disabilities Board (51.42/.437 Board) would result in serious reductions in community programs for the mentally ill, alcohol and other drug abusers, and the developmentally disabled; and

**WHEREAS**, Unified Community Services has requested a one-time Institute Supplement in the amount of \$53,112; and

**WHEREAS**, the Grant County Board of Supervisors finds that providing this one-time Institute Supplement supports the continuity of services and mitigates adverse impacts on community-based programs; and

**WHEREAS**, the adopted 2026 budget does not include an appropriation sufficient to fund this one-time Institute Supplement; and

**WHEREAS**, pursuant to Wis. Stat. § 65.90(5)(ar), after adoption of the budget, the amounts of appropriations and the purposes for such appropriations may not be changed unless authorized by a two-thirds (2/3) vote of the members-elect of the County Board, and the County Clerk must provide the required notice within the statutory timeframe.

**NOW, THEREFORE, BE IT RESOLVED by the Grant County Board of Supervisors:**

#### **1) Authorization of one-time Institute Supplement**

Grant County hereby authorizes a one-time payment to Unified Community Services for an Institute Supplement in an amount not to exceed \$53,112.

#### **2) 2026 Budget Amendment — General Fund balance funding**

The Grant County 2026 budget is hereby amended as follows:

- **Increase** 2026 Expenditures (General Fund - Transfers Out) by **\$53,112**; and
- **Increase** 2026 Financing Source (UCS – Transfers In) by **\$53,112**.

#### **3) Administration/payment processing**

The Finance Director and County Administrator are authorized and directed to take the actions necessary to implement this resolution and to process payment upon receipt of appropriate documentation from Unified Community Services consistent with County claims and payment procedures.

**4) Statutory notice**

Consistent with Wis. Stat. § 65.90(5)(ar), the County Clerk shall ensure the required notice of this budget change is provided within 15 days after the change is made (by Class 1 notice under ch. 985 or by website posting, as permitted).

**5) Effective date**

This resolution shall take effect upon passage and required posting/publication.

---

**Adopted this \_\_\_\_ day of \_\_\_\_\_, 2026.**

**AYES: \_\_\_\_ NOES: \_\_\_\_ ABSTAIN: \_\_\_\_ ABSENT: \_\_\_\_**

**GRANT COUNTY BOARD OF SUPERVISORS**

By: \_\_\_\_\_  
Chair, County Board

Attest: \_\_\_\_\_  
County Clerk

## Out-of-Budget Expenditure Request

---

Grant County – Out-of-Budget Spending Request (OBSR)

Request Date: 3/2/2026

Requestor Name/Title/Dept: UCS

Amount Requested (not-to-exceed): \$ 53,112

One-time or Ongoing:  One-time  Ongoing (explain impact below)

### Description & Justification

---

Purpose/What is being purchased:

Supplement for Institutional Costs in excess of \$40,000, per prior resolution.

Public purpose/program need:

Supplement for Institutional Costs in excess of \$40,000, per prior resolution.

---

### Budget Impact (Required)

(attach report or indicate source)

Current budget line to be charged (if known):

Available appropriation remaining in line: \$

Reason it is "out of budget":

- No appropriation exists for this object/program
- Appropriation exists but is insufficient
- New mandate/unplanned event
- Price increase/volume increase beyond adopted assumptions
- Other:

**Proposed Funding Source (Choose one)**

**Use of unassigned fund balance** (specify fund and rationale): \_\_\_\_\_

**Grant / restricted funding** (specify) \_\_\_\_\_

**Insurance/settlement proceeds** (claim #): \_\_\_\_\_

**New revenue/fee increase** (document authority & estimate):

**General Fund request**

**Transfer from General Fund to UCS**

---

**Approvals (Routing)**

**Dept Head:**

**Date:**

**Finance Director/County Auditor:** Angela Runde

**Date:** 3/2/26

**County Administrator:**

**Date:**

**Corporation Counsel (if required):**

**Date:**

**Committee/Board action required?**  No  Yes (meeting date):

**Resolution/Minutes reference:**

---

**Emergency Out-of-Budget Purchase Request (24 to 72-hour turnaround)**

**Emergency Out-of-Budget Expenditure Authorization (E-OBEA)**

**Incident/Event:**  Flood  Facility failure  Cyber incident  Public safety  Other

**Date/time identified:**

**Required-by date:**

**Total estimated cost:** \$

**Minimal Documentation**

1. **What happened/operational impact if not purchased:**
2. **Immediate action requested:**
3. **Vendor(s) contacted/price basis:**
4. **Funding plan (temporary if needed):**
5. **After-action requirement:** "Within 30 days, department will submit full OBSR + supporting docs, and Finance will process budget amendment/transfer as required."

**Emergency approval:**

Dept Head:

Date/Time:

Finance Director/Auditor:

Date/Time:

County Administrator:

Date/Time:

County Board Chair:

Date/Time:

**Attachments**

- Department memo (1 page)
- Vendor quote/estimate
- Impact statement (one-time vs ongoing; future year implications)
- Draft resolution language



**UNIFIED COMMUNITY SERVICES**

*Serving Grant and Iowa Counties*

February 12, 2026

Grant County  
Attn: Finance Department  
111 S Jefferson Street  
Lancaster, WI 53813

Please consider this Unified' s invoice in the amount of \$53,112 for the Grant County Institute Supplement. Three Grant County clients had institute costs that exceeded \$40,000 in 2025.

Thank you,

Jessica Munson  
Finance Director  
Unified Community Services  
200 W Alona Lane  
Lancaster, WI 53813

x 200 West Alona Lane, Lancaster, WI 53813 – Phone 608-723-6357 – Fax 608-723-4417

□ 1122 Professional Drive, Dodgeville, WI 53533 – Phone 608-935-2776 – Fax 608-935-3174

**2025 Institute Cost by Month  
Client 009097**

January	\$ -
February	\$ -
March	\$ -
April	\$ -
May	\$ -
June	\$ -
July	\$ -
August	\$ 23,628.00
September	\$ 47,256.00
October	\$ -
November	\$ -
December	\$ -

Total:	\$ 70,884.00
Over 40	\$ 30,884.00
\$30,000 Cap	\$ 30,000.00

**2025 Institute Cost by Month  
Client 002266**

January	\$ -
February	\$ -
March	\$ -
April	\$ -
May	\$ -
June	\$ -
July	\$ -
August	\$ -
September	\$ -
October	\$ -
November	\$ 7,024.00
December	\$ 38,632.00

Total:	\$ 45,656.00
Over 40K	\$ 5,656.00

Client 009097	\$ 30,000.00
Client 002266	\$ 5,656.00
Client 000805	\$ 17,456.00
<b>Total</b>	<b>\$ 53,112.00</b>

**2025 Institute Cost by Month  
Client 000805**

January	\$ 49,476.00
February	\$ 7,980.00
March	\$ -
April	\$ -
May	\$ -
June	\$ -
July	\$ -
August	\$ -
September	\$ -
October	\$ -
November	\$ -
December	\$ -

Total:	\$ 57,456.00
Over 40K	\$ 17,456.00

vices Board designating the Iowa County Department of Social Services to be the Lead Agency for the implementation of the elder Abuse Law in Iowa County was read.

**RESOLUTION NO. 12**

To The Honorable Board of Supervisors of Iowa County:

WHEREAS, 1983 Wisconsin Act 398 relating to the reporting and investigating of abuse or neglect of elderly persons was passed by the Legislature and became effective on May 9, 1984, and

WHEREAS, Section 46.90(2) Wisconsin Statutes requires that each County Board designate an Agency in the County to act as Lead Agency for purposes of implementing the act, and

WHEREAS, Both the Iowa County Board of Social Services and Commission on Aging have passed motions recommending that the Department of Social Services be designated as the Lead Agency, now, therefore,

BE IT RESOLVED, That the Iowa County Board of Supervisors do, by approval of this Resolution, designate the Iowa County Department of Social Services to be the Lead Agency for the implementation of the Elder Abuse Law in Iowa County.

Respectfully submitted:  
O. Robert Eichorst  
Thomas Paull  
Iowa County Department of  
Social Services Board

I, Claire O. Olson, Iowa County Clerk do hereby certify that the above Resolution was adopted by the Iowa County Board of Supervisors at the Session that was held on December 18, 1984.

Claire O. Olson  
Iowa County Clerk

Sup. Paull moved to approve the resolution.  
Sup. Eichorst seconded the motion. Carried.

—o—

Resolution (No. 13) recommending approval for partial payment for treatment in state mental health institutes was read.

**RESOLUTION APPROVING PARTIAL PAYMENT FOR  
TREATMENT IN STATE MENTAL HEALTH INSTITUTES**

WHEREAS, from time to time seriously ill, high risk patients who are residents of Iowa County require treatment in a State Mental Health Institute, and

WHEREAS, such patients are characterized by their extreme potential to commit violence unpredictably against themselves or other persons, and

WHEREAS, the cost of care for such patients is typically in excess of \$70,000 per year, and

WHEREAS, payment of the entire cost of treatment for such patients by the Community Mental Health/Developmental Disabilities Board (51.42/.437 Board) would result in serious reductions in community programs for the mentally ill, alcohol and other drug abusers, and the developmentally disabled: Therefore be it

RESOLVED, That if an Iowa County resident requires treatment in a State Mental Health Institute, and if the cost of treatment for such a patient exceeds \$40,000 per year, then Iowa County will assume

financial responsibility for treatment costs in excess of \$40,000 per year, up to a maximum County obligation of \$30,000.

Dated October 22, 1984, and recommended for passage by the Unified Board of Grant and Iowa Counties.

Lois Bartels	Ruth Mitchell
John Bohlman	Lola Stavonet
O. Robert Eichorst	William VanDeest
Jerome Laufenberg	Thomas Waters
Marion Martin	Coletta Wegmann

I, Claire O. Olson, Iowa County Clerk, do hereby certify that the above Resolution was adopted by the Iowa County Board of Supervisors at the Session that was held on December 18, 1984.

Claire O. Olson  
County Clerk

Sup. Laufenberg moved to approve the resolution.

Sup. McCarville seconded the motion. Carried.

Sup. Laufenberg gave a report on the Iowa County jail. He asked the Board for direction for the Jail Building Committee to either proceed with action or to be at a standstill for a while.

Sup. Masters moved that the Chairman of the Committee call a meeting of the Committee.

Sup. Laufenberg seconded the motion. Carried.

Sup. Masters moved to borrow the money for the purchase of the Clinic building from an Iowa County bank at the lowest possible interest rate.

Sup. Roberts seconded the motion. Carried.

Sup. Masters moved to temporarily take the money from the building fund.

Sup. Martin seconded the motion. Carried.

Sup. Eichorst moved that the Public Property Committee be designated to decide rental payments for the Clinic building.

Sup. Paull seconded the motion. Carried.

Election of a member of the Social Services Board to replace Sup. Bilkey was held.

As a result of the nomination and final ballot vote, Sup. Ellarson was elected to serve on the Social Services Board.

Resolution (No. 14) of the Iowa County Commission on Aging related to the Seniors United for Nutrition Program was read.

#### RESOLUTION NO. 14

Relation to the Seniors United for Nutrition Program.

WHEREAS, the County of Iowa desires to continue to provide nutrition services;

WHEREAS, by joint resolution the counties of Iowa, Lafayette and Richland have established a multi-county nutrition, private non-profit corporation;

WHEREAS, this corporation's Board of Directors consists of three County Board members from each county;

WHEREAS, this Board has in all previous actions had full author-

## RESOLUTION NO. 2026-07

### A RESOLUTION AMENDING THE 2026 GRANT COUNTY BUDGET TO INCREASE THE UNIFIED COMMUNITY SERVICES (UCS) APPROPRIATION BY \$30,000 FROM FUND BALANCE FOR TEMPORARY FINANCE DEPARTMENT ASSISTANCE

**WHEREAS**, Unified Community Services (“UCS”) has identified a short-term operational need for additional capacity in its Finance Department to maintain continuity of operations, timely financial reporting, and appropriate internal controls; and

**WHEREAS**, UCS intends to engage temporary contract assistance through Truity Partners for an estimated four (4) to six (6) week period starting March 9, 2026, subject to applicable contracting and purchasing requirements; and

**WHEREAS**, the adopted 2026 UCS budget does not include sufficient appropriation within the UCS budget to cover this expenditure; and

**WHEREAS**, UCS would utilize up to \$30,000 from its fund balance to fund this contract assistance; and,

**WHEREAS**, pursuant to Wis. Stat. § 65.90(5)(ar), after adoption of the budget, the amounts of appropriations and the purposes for such appropriations may not be changed unless authorized by a two-thirds (2/3) vote of the members-elect of the County Board, and the County Clerk must provide the required notice within the statutory timeframe.

**NOW, THEREFORE, BE IT RESOLVED by the Grant County Board of Supervisors:**

#### **1) 2026 Budget Amendment — UCS Appropriation Increase**

The Grant County 2026 budget is hereby amended to increase the UCS budget for temporary finance department assistance through Truity Partners as follows:

- Increase 2026 Expenditures (UCS – Temporary Finance support) by: \$30,000

#### **2) Funding source — UCS fund balance (no levy impact)**

To fund this amendment without a levy impact, the 2026 budget is further amended as follows:

- Increase 2026 Financing Source (UCS – Use of UCS Fund Balance) by: \$30,000

This budget amendment has no impact on the county property tax levy and requires no additional levy appropriation.

#### **3) Administrative implementation**

The Finance Director and County Clerk are authorized and directed to make the necessary accounting entries to implement this amendment consistent with County financial policies and audit requirements.

#### **4) Statutory notice**

Consistent with Wis. Stat. § 65.90(5)(ar), the County Clerk shall ensure the required notice of this budget change is provided within 15 days after the change is made (by Class 1 notice under ch. 985 or by website posting, as permitted by law).

**5) Effective date**

This resolution shall take effect upon passage and required posting/publication.

**UCS Oversight Commission — Initial Approval (Recommendation)**

Approved for recommendation to the UCS Board this 5th day of March, 2026.

By: \_\_\_\_\_

Chair, UCS Oversight Commission

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Adopted this 17th day of March, 2026.

AYES: \_\_\_\_ NOES: \_\_\_\_ ABSTAIN: \_\_\_\_ ABSENT: \_\_\_\_

GRANT COUNTY BOARD OF SUPERVISORS

By: \_\_\_\_\_

Chair, County Board

Attest: \_\_\_\_\_

County Clerk

## **RESOLUTION NO. 2026-11**

### **RESOLUTION ESTABLISHING THE OPIOID SETTLEMENT REVIEW BOARD AND RESCINDING THE PRIOR OPIOID SETTLEMENT TASK FORCE STRUCTURE**

**WHEREAS**, Grant County has received and expects to continue receiving opioid settlement funds; and

**WHEREAS**, opioid settlement funds are restricted to allowable opioid-related purposes under the settlement agreements and applicable requirements; and

**WHEREAS**, the Grant County Board of Supervisors previously adopted Resolution No. 04-22 establishing an Opioid Settlement Task Force; and

**WHEREAS**, the County Board Rules have been updated to provide: "Opioid Settlement Review Board: Administrator, County Clerk, and up to two (2) other designees per resolution shall prioritize spending options for the opioid settlement funding."

**NOW, THEREFORE, BE IT RESOLVED** by the Grant County Board of Supervisors that:

#### **1. Establishment / Composition (Per County Board Rules)**

1. The Grant County Board of Supervisors hereby establishes the Opioid Settlement Review Board.
2. The Opioid Settlement Review Board shall consist of the County Administrator, the County Clerk, and up to two (2) other designees per resolution.
3. Any designees, if utilized, shall be appointed by County Board resolution.

#### **2. Purpose and Duties**

1. The Opioid Settlement Review Board shall prioritize spending options for the opioid settlement funding, consistent with settlement requirements and other applicable restrictions.

#### **3. County Board Authority Preserved**

1. The Review Board's work is limited to prioritization and recommendations; final approval of opioid settlement expenditures remains with the Grant County Board of Supervisors through the County's normal budgetary and contracting processes.

#### **4. Rescission of Prior Structure / No Carryover Membership**

1. Resolution No. 04-22 is hereby rescinded to the extent it established a separate opioid settlement task force structure and/or membership model.
2. The prior nine-member list and related membership structure are discontinued in full and shall have no continuing role under this resolution.

#### **5. Effective Date**

This resolution shall take effect immediately upon passage.

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Adopted this \_\_\_\_ day of \_\_\_\_\_, 2026.

AYES: \_\_\_\_ NOES: \_\_\_\_ ABSTAIN: \_\_\_\_ ABSENT: \_\_\_\_

**GRANT COUNTY BOARD OF SUPERVISORS**

By: \_\_\_\_\_  
Chair, County Board

Attest: \_\_\_\_\_  
County Clerk

**RESOLUTION NO. #2026-10**

**RESOLUTION AUTHORIZING PARTICIPATION IN PUBLIC FUNDING FOR  
SNOWMOBILE TRAILS**

**WHEREAS**, Grant County is interested in sponsoring the maintaining, acquiring, ensuring of the lands for public snowmobile trail use; and,

**WHEREAS**, said public snowmobile trails are eligible for funds under s. 23.09(26), Stats.;

**THEREFORE, BE IT RESOLVED**, that Grant County apply for funds under s 23.09(26) Stats., for such eligible maintenance, acquisition and insurance and hereby authorizes the Agriculture & Extension Education Committee of Grant County to act on behalf of Grant County to: Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available; contact person will be a representative of the Extension Office, and take necessary action to undertake, direct and complete the approved project.

Presented and recommended for passage on this 23rd day of March, 2026, by the Agriculture & Extension Education Committee of the Grant County Board of Supervisors, Lancaster, Wisconsin.

\_\_\_\_\_  
Roger Guthrie, Chair

\_\_\_\_\_  
Joe Mumm, Vice Chair

\_\_\_\_\_  
Kathy Kopp, Secretary

\_\_\_\_\_  
Gary Northouse

\_\_\_\_\_  
Pat Schroeder

\_\_\_\_\_  
Mike Timmerman

Presented and approved for passage by the Grant County Board of Supervisors on this 17th day of March, 2026.

\_\_\_\_\_  
Robert C. Keeney, Chair

\_\_\_\_\_  
Tonya White, County Clerk

**ATTEST:** I Tonya White, Grant County Clerk, do certify that Resolution #2026-10 authorizing participation in Public Funding for Snowmobile Trails was approved by the Grant County Board of Supervisors at a meeting held on this 17th day of March, 2026.

\_\_\_\_\_  
Tonya White, Grant County Clerk



# GRANT COUNTY

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## **Memo**

To: County Board Supervisors

Re: Policy Update in packet

Date: March 10, 2026

Included in your packet is a policy update for the Personal Conduct and Discipline policy. You will find three copies of the policy. One is the current policy (for comparison); the second is a red-lined version; the third is a clean version of the red-lined one. The HR Manager and I prepared a draft of the policy updates we wanted and sent it to Attorney Kyle Gulya for his review, as he handles labor issues for Grant County. He then provided us with the changes he would like to see in the policy (the red-lined version). We agree with his additions and changes. By sending you all three, it gives you a chance to compare them and ensure you fully understand the policy.

If you have questions, please reach out.

Thank you,

Nate Dreckman – County Administrator

## **IV. PERSONAL CONDUCT AND DISCIPLINE**

### **Discipline**

#### **Policy**

Notwithstanding the fact that employees of Grant County are employed "at will", the purpose of discipline is generally to correct the job behavior and performance problems of employees. The County will attempt to inform the employee of standards of conduct and performance which are expected. However, because the County cannot list every conduct or all performance criteria which may make disciplining an employee necessary, an employee is expected to conduct him/herself in a manner which is appropriate to his/her employment setting. An employee is expected to perform to the greatest extent of his/her ability.

#### **Grounds for Disciplinary Action**

The following non-exclusive examples may result in disciplinary action ranging from a warning to immediate termination, depending upon the seriousness of the offense. The County reserves the right to take any disciplinary action it deems appropriate under the circumstances of the individual case.

1. Dishonesty or falsification of records.
2. Reporting to work under the influence of intoxicants or illegal drugs, or using such substances while on county property or while performing county business. Refer to the Grant County Drug Free Workplace and Other Drug Abuse Policy and CDL DOT Policy if applicable.
3. Unauthorized use or abuse of County equipment, property, or supplies.
4. Theft or destruction of County equipment, property, or supplies.
5. Work stoppages such as strikes or slowdowns.
6. Insubordination or refusal to comply with the order or directive of a supervisor.
7. Tardiness, unauthorized or excessive absence, or abuse of sick leave.
8. Use of official position or authority for personal or political profit or advantage.
9. Violating safety rules and regulations.
10. Being wasteful of material, property or working time.

11. Failure to observe property security procedures.
12. Removal of County money, merchandise, or property, including property in custody of the County without permission.
13. Lying to supervisors in connection with your job.
14. Dishonesty, including intentionally giving false information, intentionally falsifying records or making false statements when applying for employment.
15. Divulging or misusing confidential information, including removal from County premises, without proper authorization, any employee lists, records, designs, drawings, or confidential information of any kind.
16. Intentional falsification of time records for payroll.
17. The representation of false or misleading information on any of the forms and materials made available to the Employer.
18. The use of profanity or abusive language towards a fellow employee or member of the general public while performing official duties as a County employee.
19. Violation of departmental policies and procedures.
20. Violation of applicable county policies, procedures and/or applicable ordinances.
21. Violations of state or federal laws and regulations.

Other circumstances may warrant disciplinary action up to and including termination and will be treated on a case-by-case basis.

## **Conduct Rules**

Employees are expected to conduct themselves in a manner that reflects well on themselves and Grant County. The following rules of conduct reflect general principles of honesty, respect, decorum and professionalism that are expected of all county employees. The conduct rules listed in this policy are not exclusive, but illustrative of the general principles that should guide employee conduct.

- A. Care of Equipment and Property** Careless handling of equipment, supplies, or property greatly increases the cost of operations. Any equipment deliberately abused by an employee will be repaired or replaced by the employee.

- B. Conflict of Interest** No County employee shall use his/her office or position for personal financial gain or the financial gain of his/her family. No employee shall engage in his/her own business activity, accept private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence of judgment or action in the performance of his/her official duties. No employee shall use or disclose "privileged information" gained in the course of, or by reason of, his/her official position or activities.
  
- C. Dress** The personal appearance of all employees is important to our image with the citizens we serve. Without unduly restricting individual tastes, it is the policy of Grant County to require personal cleanliness, good grooming, and appropriate dress while employees are on duty. Dress should be consistent with standards of the community, business and occupation.
  
- D. Gifts and Gratuities** The nature of public employment, and the ethics of public service, dictates that no employee is allowed to accept gifts or gratuities from vendors, County residents or others, for any reason.
  
- E. Personal Mail.** The use of any County facility as a mailing address, for personal purposes, is not permitted.
  
- F. Solicitation/Distribution.** Solicitation and/or distribution of material, by an employee, to another employee, is prohibited while the person doing the soliciting or distributing, or the one being solicited or distributed to, is on his/her working time. Furthermore, in the interest of employee safety and well-being, the distribution of material of any kind shall not be permitted at any time in working areas of the Courthouse or other County facilities, without the express permission of the Executive Committee.

County time is not to be used to conduct private business. Collections and sales of goods and services (cosmetics, jewelry, and insurance, for example) by employees or non-employees, is strictly prohibited. Contributions for charitable fund raising activities may be solicited on County property, only with the advance permission of the Executive Committee or County Board Chair.

- G1. Telephone.** People form opinions of an organization based on the treatment they receive when they call. When answering the telephone, you are the County to the person calling. It is important to be friendly, courteous, and helpful. Incoming personal calls for employees are not permitted except in an emergency. In an emergency, a message will be taken and delivered promptly. Outgoing personal calls may be made only during breaks or lunch periods. Employees are to reimburse the county for any personal calls made from county phones.
  
- G2. Cellular Phones.** The telephone policy G1 applies to the use of cellular phones. If employees are issued a county provided cellular phone it must be used for work-related purposes only. **Handheld cellular phone usage (including dialing) is not permitted while driving a motor vehicle for county work purposes (unless responding to a work-related life**

**threatening/emergency situation).** Employees must find a safe spot to park their vehicle before using handheld cellular phones.

- H. Nepotism.** The employing unit, department or agency shall not hire or arrange for the immediate supervision of an employee who is the spouse, parent, child, brother, sister, niece, nephew, mother-in-law, father-in-law, aunt, uncle, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or "significant other", of the immediate supervisor. This prohibition shall also apply to current or former step or adopted parents, children, sisters or brothers. A person considered to be a "significant other" would include a person with whom the supervisor cohabits or whom he/she maintains an intimate relationship. This policy is established to eliminate the possibilities of preferential treatment given in favor of relatives and to reduce possible criticism to appointing authorities.
- I. Disclosure and Reporting Suspected Unlawful Conduct.** Grant County encourages and expects its employees to immediately disclose to appropriate County Officials any and all information, which an employee reasonably believes to show unlawful conduct by the County, its officers, employees or agents, whenever the employee comes into possession of such information. Unlawful conduct includes fraudulent bookkeeping, embezzling, theft, misappropriation of funds, safety and health violations, discrimination and any other activity prohibited by law.

The purpose of the policy is to allow Grant County the opportunity to investigate the alleged unlawful conduct, determine the veracity of the information submitted, notify enforcement authorities when appropriate, and take corrective action as required. Grant County has an affirmative obligation to the general public and its employees to take immediate action when circumstances warrant.

If a Grant County employee has information which he/she reasonably believes to show that the County, its officers, employees or agents are engaged in unlawful conduct or activities, that employee has an affirmative duty to report or disclose that information to Grant County so corrective measures can be instigated immediately for the County's protection.

The report or disclosure should be made in writing and submitted in confidence directly to the Grant County Human Resources Manager and a copy of the original document is to be retained by the reporter.

NOTE: If the Grant County Human Resources Manager is the source of the alleged unlawful activity, then a written disclosure should be made directly to the County Administrator. The Human Resources Manager or the County Administrator shall forward the employee's report to appropriate agents of the county for confidential review and investigation.

The report may be submitted on an anonymous basis if the person so desires. However, an investigation of unspecified wrongdoing or broad allegations will not be undertaken without verifiable evidentiary support. Because investigators are unable to interview anonymous reports, it may be more

difficult to evaluate the credibility of the allegations and therefore, less likely to cause an investigation to be initiated.

Employee reports or disclosures made in good faith by any Grant County employee under this policy will be protected from any adverse employment action, which could be associated with the disclosure. Malicious allegations may result in disciplinary action.

This policy shall not be construed or implemented in any manner which would impermissibly restrict any public employee's protected constitutional right to speak freely as a private citizen on his or her own time about matters of public concern. Grant County reserves all rights inherent in its authority to apply this policy as it deems necessary to efficiently and effectively conduct this lawful business of County government.

### **Complaint Resolution**

Employees are encouraged to discuss matters with their supervisor if they have questions regarding the actions of the County or if they do not agree with an action a supervisor has taken.

## **GRIEVANCE POLICY**

### **Purpose**

This grievance policy is established pursuant to Wis. Stat. § 66.0509(1m) to address employee terminations, employee discipline, and workplace safety as required by law. An employee shall use this grievance policy to resolve disputes regarding employee termination, employee discipline, or workplace safety issues covered by this policy. This policy shall not apply to matters of employee discipline or employee termination if governed by a collective bargaining agreement or by specific provisions of Wisconsin Statute Ch. 59, such as matters governed by Wis. Stat. § 59.26(8).

The terms of this policy may be modified or eliminated by the County at any time, with or without prior notice. This policy is not a guarantee of employment, a guarantee of any rights or benefits, a contract of employment, express or implied and does not create tenure or a property interest in employment. Unless specifically required otherwise by statute or code, the County's employment relationship with employees covered under this policy is at will, and the employment relationship may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the County or the employee.

### **Definitions**

**Administration** - the person or persons designated by the County to represent the interests of management in a Grievance matter. The Administration may be represented by counsel at any point in the procedure.

## IV. PERSONAL CONDUCT AND DISCIPLINE

### A. Purpose: Our Standards as Public Servants

Grant County ~~exists to~~ serves the public through our elected officials' responsibilities to represent the people. Every employee's conduct—on duty and when representing the County—is scrutinized and impacts public confidence in County government. Employees are expected to uphold a workplace culture grounded in:

- **Professionalism:** dependable performance, accountability, responsibility, sound judgment, and appropriate workplace behavior
- **Service:** timely, helpful, courteous service to the public and to one another
- **Integrity & Honesty:** truthful and forthcominess, ethical analysis and decisions, accurate records, and responsible stewardship of public resources
- **Respect:** civility, dignity, fairness, regard for others, and appropriate decorum in all interactions

Employees are expected to perform to the greatest extent of their ability and conduct themselves in a manner appropriate to their employment setting.

The expectations identified in this Policy apply to all Grant County employees. Violations of this Policy section may result in corrective or disciplinary action up to and including termination, depending on severity and circumstances.

This policy applies to all ~~non-represented~~ Grant County employees, including full-time, part-time, temporary, seasonal, and contractual staff. Compliance is mandatory and subject to enforcement through the County's disciplinary process. While the County may at times use progressive discipline, use of such process or other methods for addressing employee performance do not alter the at-will employment relationship. Some Grant County employees are subject to removal or discipline for cause of just cause, and those employment standards will be given due respect. Additionally, some employees of Grant County may be subject to additional Personal Conduct and Discipline standards authorized for their Department.

### B. General Conduct Expectations

#### 1. General Conduct Expectations

Employees must demonstrate professionalism, honesty, integrity, accountability, responsibility, competence, and courtesy at all times. Conduct should reflect positively on the employee, the employee's department, and Grant County as a whole.

Employees must avoid behavior—on or off duty—that could bring the employee or the County into disrepute, impair public trust, interfere with County operations, or conflict with the employee’s responsibilities as a public servant.

Any inappropriate conduct or violation of these expectations should be reported immediately to the employee’s supervisor or department head. Employees ~~may also~~should report concerns consistent with ~~the the policy’s specific~~ reporting and complaint-resolution provisions identified in other policies where specific reporting is required such as the County’s policy involving unlawful harassment, discrimination and ~~retaliation~~retaliation.

## **2. Conduct Toward the OthersPublic**

Employees must treat one another and all members of the public and members of other government and professional entities with courtesy, respect, and impartiality. Employees are expected to perform their duties with attentiveness, patience, and professionalism.

The use of rude, harsh, profane, demeaning, or insulting language, or inappropriate gestures, is prohibited regardless of provocation with exceptions permitted solely in reasonable use of force situations engaged in by jailers and law enforcement personnel. Employees should de-escalate conflict when possible and seek supervisory support when needed to ensure safe, respectful service delivery.

## **3. Conduct Toward Coworkers and Supervisors**

Employees shall be respectful, civil, collaborative, and cooperative in all work-~~related~~place interactions. The County will not tolerate behavior that undermines a professional work environment or disrupts operations.

- Disrespect, hostility, Harassment, or discrimination, or hostility toward other employees is strictly prohibited.
- Disorderly ~~conduct~~behavior, threatening or intimidating behaviors, intimidation, abusive behavior, or physical violence will not be tolerated.
- Employees have the right to perform their duties without dysfunction, undue interference, disruption, or sabotage by others.

~~Violations of this section may result in corrective or disciplinary action up to and including termination, depending on severity and circumstances.~~

## **C. Discipline Policy**

Notwithstanding the fact that employees of Grant County are employed “at will,” the purpose of discipline is generally to correct job behavior and performance problems when those problems are correctable, when the employee has accepted accountability and responsibility, and when the County’s interests are best served in retaining the employee. The County’s use of progressive discipline or other methods of corrective action does not alter the employment at-will relationship.

The County will attempt to inform employees of expected standards of conduct and performance. However, because the County cannot list every conduct issue or performance criterion that may warrant discipline, employees are expected to exercise good judgment and act in a manner consistent with the County's standards and ~~the~~ expectations of public service. Employees must also be cognizant that personal behavior outside of work may affect the interests of the County and may serve as grounds for discipline or for termination or other job action. Members of the community may associate employee, even in the employee's private capacity, as being a representative of the County.

The following non-exclusive examples listed below in Grounds for Disciplinary Action may result in disciplinary action ranging from a warning to immediate termination, depending upon the seriousness of the offense, the employee's acknowledgment of accountability and responsibility, correctable nature of the conduct, and the interests of the County. The County reserves the right to take any disciplinary action it deems appropriate under the circumstances of an individual case.

#### **D. Grounds for Disciplinary Action (Non-Exclusive)**

The following non-exclusive examples may result in disciplinary action ~~ranging from a warning to immediate termination~~, depending upon the seriousness of the offense. Even such conduct occurring in an employee's personal life or during the hiring process may impact the employee's employment.:

1. Dishonesty, failing to be forthright or forthcoming, withholding of material information, -or falsification of records or information.
2. Reporting to work under the influence of impairing substances, intoxicants or illegal drugs, possessing such substances, or using such substances while on or in County property or while performing County business. Refer to the Grant County Drug and Alcohol-Free Workplace Policy and CDL DOT Policy if applicable.
3. Unauthorized use or abuse of County equipment, property, or supplies.
4. Misuse, misappropriation, tTheft, or destruction of County equipment, property, ~~or~~ supplies, records, or information.
5. Work stoppages such as miss-outs, noncollaborative behavior, strikes or slowdowns.
6. Insubordination or refusal to comply with the order or directive of a supervisor.
7. Tardiness, unauthorized absence, ~~or~~ excessive absence, or misuse or abuse of ~~sick~~ leave.
8. Use of official position or authority for personal or political gain, profit or advantage.
9. Violating safety rules and regulations.
10. Being wasteful of material, property, or working time.
11. Failure to observe ~~property~~ security procedures.
12. Removal of County money, merchandise, or property, including property in custody of the County, without permission.
- ~~13. Lying to supervisors in connection with your job.~~

- ~~14. Dishonesty, including intentionally giving false information, intentionally falsifying records, or making false statements when applying for employment.~~
- ~~15.~~13. Divulging or misusing confidential information, including removal from County premises, without proper authorization, including, but not limited to, any employee lists, records, designs, drawings, purchasing information, business strategies, medical information, or other confidential information of any kind.
- ~~16. Intentional falsification of time records for payroll.~~
- ~~17. The representation of false or misleading information on any of the forms and materials made available to the Employer.~~
- ~~18.~~14. The use of profanity or abusive language toward a fellow employee or in front of or directed at a member of the ~~general~~ public while performing official duties as a county employee.
15. Misuse of County electronic communications resources including software, hardware, devices, and communications mechanisms.
16. Engaging in illegal conduct on duty or engaging in illegal conduct off duty where the conduct bears a substantial relationship to the employee's job or undermines the employee's ability to fully perform his or her job responsibilities.
17. Fraternizing with a known criminal.
18. Engaging in unbecoming conduct, including conduct that brings the employee into disrepute or that brings the County into disrepute.
19. Violation of departmental policies and procedures.
20. Violation of applicable County policies, procedures, and/or applicable ordinances.
21. Violations of state or federal laws and regulations.

Other circumstances may warrant disciplinary action up to and including termination and will be treated on a case-by-case basis.

## **E. Conduct Rules (Professional Conduct Standards)**

Employees are expected to conduct themselves in a manner that is professional, collaborative, caring, and that reflects well on themselves and Grant County. The following rules of conduct reflect general principles of honesty, integrity, respect, decorum, and professionalism expected of all County employees. The listed conduct rules are not exhaustive but illustrative of the general principles that should guide employee conduct.

### **1. Care of ~~Equipment and~~ Property**

Careless handling of equipment, supplies, or other property greatly increases operational costs. Any equipment deliberately property misused, abused, misappropriated or stolen by an

employee will be referred for consideration of recoupment of costs at the expense of the employee to the extent permitted by law~~repaired or replaced by the employee.~~

## **2. Conflict of Interest / Privileged or Confidential Information**

No County employee shall use his/her office or position for personal financial gain or the financial gain of his/her family. No employee shall engage in business activity, accept private employment, or render services for private interests when such employment, business activity, or service is incompatible with the proper discharge of official duties or would impair independence of judgment or action in the performance of official duties. No employee shall use or disclose “privileged or confidential information” gained in the course of, or by reason of, official position or activities.

## **3. Dress**

The ~~personal~~ professional appearance of all employees is important to the County’s image with the citizens we serve. Without unduly restricting individual tastes, it is the policy of Grant County to require personal cleanliness, good grooming, and appropriate professional dress while employees are ~~on duty~~ working or on County business. Dress should be consistent with the standards of the community, business, and occupation.

## **4. Gifts and Gratuities**

The nature of public employment and the ethics of public service dictate that no employee is allowed to accept gifts or gratuities from the public, vendors, County residents, or others, for any reason. If an employee receives a gift given to themselves, for their team or department or for another employee, then the employee should immediately notify the employee’s department head for purposes of the County determining the proper disposition of the gift.

## **5. Personal Mail**

The use of any County facility as a mailing address, for personal purposes, is not permitted.

## **6. Solicitation / Distribution**

Solicitation ~~and~~/or distribution of personal or business information or materials by an employee to another employee is prohibited while the person doing the soliciting or distributing, or the one being solicited or distributed to, is on their working time. Furthermore, in the interest of employee safety and well-being, distribution of material of any kind shall not be permitted at any time in working areas of the County, the Courthouse or other County facilities without the express permission of the Executive Committee.

County time is not to be used to conduct private business. Collections and sales of goods and services (cosmetics, jewelry, and insurance, for example) by employees or non-employees are strictly prohibited.

Contributions for charitable fundraising activities may be solicited on County property only with the advance permission of the Executive Committee or County Board Chair.

## **7. Electronic Communications including Computer, Telephone and Cellular Phone Communications**

People form opinions of an organization based on the treatment they receive when they communicate with employees such as through email, social media, or telephone call. When answering the telephone or responding to an email, you are the County to the person calling with whom you are communicating. It is important to be professional, friendly, courteous, and helpful.

Incoming personal calls or personal use of electronic communication devices for employees are not permitted except in an emergency. In an emergency, a message will be taken and delivered promptly. Outgoing personal phone calls may be made only during breaks or lunch periods. Employees are to reimburse the County for any personal calls made from County phones when cost is incurred.

~~The telephone policy applies to the use of cellular phones.~~ If employees are issued a County-provided cellular phone, it must be used only for work-related purposes. Handheld cellular phone usage (including dialing) is not permitted while driving a motor vehicle for County work purposes (unless responding to a work-related life-threatening/emergency situation). Employees must find a safe spot to park their vehicle before using handheld cellular phones.

Personal cellular phone use during work time must be limited. Except for emergencies or during approved break and meal periods, employees are not permitted to use personal cellular phones for non-work purposes while on duty or while responsible for work activities. This includes, but is not limited to, scrolling social media, streaming content, gaming, online shopping, and personal texting/calls. Employees must ensure personal device use does not interfere with customer service, public safety, job performance, or workplace professionalism.

Employees must be cognizant that content or information on a personal device or other source used by the employee during work time or that relates to a work-related matter even if off duty may constitute a record subject to disclosure under Wisconsin's Public Records Law, may be subject to reasonable search to the extent permitted by law, or may be of interest to the County for civil matters including defense of the County's interests, among other legal reasons.

## **8. Nepotism**

The employing unit, department, or agency shall not hire or arrange for the immediate supervision of an employee who is the spouse, parent, child, brother, sister, niece, nephew, mother-in-law, father-in-law, aunt, uncle, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or "significant other" of the immediate supervisor. This prohibition also applies to current or former step or adopted parents, children, sisters, or brothers.

A "significant other" includes a person with whom the supervisor cohabits or with whom ~~he/she~~they maintains an intimate relationship.

This policy is established to eliminate the possibility of preferential treatment ~~for relatives~~ and to reduce potential criticism by the public of appointing authorities and employees.

## 9. Disclosure and Reporting Suspected Unlawful Conduct (Integrity Reporting ~~/Whistleblower~~)

Grant County encourages and expects its employees to immediately disclose to appropriate County officials any information that an employee reasonably believes to show unlawful conduct by the County, its officers, employees, or agents, whenever the employee comes into possession of such information. Unlawful conduct includes fraudulent bookkeeping, embezzling, theft, misappropriation of funds, safety and health violations, discrimination, and any other activity prohibited by law.

The purpose of this policy is to allow Grant County the opportunity to investigate alleged unlawful conduct, determine the veracity of the information submitted, notify enforcement authorities when appropriate, and take corrective action as required. Grant County has an ~~affirmative~~ obligation to the general public and its employees in certain circumstances to take immediate action when circumstances warrant.

If a Grant County employee has information that they reasonably believe to show that the County, its officers, employees, or agents are engaged in unlawful conduct or activities, that employee has an affirmative duty-responsibility to report or disclose that information to Grant County so corrective measures can be ~~instigated~~ addressed immediately for the County's protection.

The report or disclosure should be made in writing ~~and submitted in confidence~~ directly to the Grant County Human Resources Manager. ~~A copy of the original document is to be retained by the reporter.~~

Nothing herein stops an employee from reporting such unlawful conduct to the applicable law enforcement authorities.

**NOTE:** If the Grant County Human Resources Manager is the source of the alleged unlawful activity, then a written disclosure should be made directly to the County Administrator. The County Administrator shall forward-address the employee's report to the appropriate County agents for ~~confidential~~ review and investigation.

The report may be submitted anonymously if the person so desires, but the employee must be cognizant that anonymity may be temporary and release of the employee's identity if known may be required by law or for other legitimate reasons. ~~However, a~~

An investigation into unspecified wrongdoing or broad allegations will not be undertaken without verifiable evidence. Because investigators are unable to interview anonymous reports, it may be more difficult to evaluate the credibility of the allegations and, therefore, less likely to initiate an investigation.

Employee reports or disclosures made in good faith by any Grant County employee under this policy will be protected from any adverse employment action that could be associated with the disclosure. Malicious or knowingly false allegations may result in disciplinary action.

This policy shall not be construed or implemented in any manner that would impermissibly restrict any public employee's protected constitutional right to speak freely as a private citizen on his or her own time about matters of public concern when balanced against the legitimate interests of the County. Grant County reserves all rights inherent in its authority to apply this policy as it deems necessary to efficiently and effectively conduct this lawful business of County government.

## **F. Complaint Resolution**

Employees are encouraged to discuss matters with their supervisor if they have questions about the County's actions or if they do not agree with a supervisor's action.

## IV. PERSONAL CONDUCT AND DISCIPLINE

### A. Purpose: Our Standards as Public Servants

Grant County serves the public through our elected officials' responsibilities to represent the people. Every employee's conduct—on duty and when representing the County—is scrutinized and impacts public confidence in County government. Employees are expected to uphold a workplace culture grounded in:

- **Professionalism:** dependable performance, accountability, responsibility, sound judgment, and appropriate workplace behavior
- **Service:** timely, helpful, courteous service to the public and to one another
- **Integrity & Honesty:** truthful and forthcoming, ethical analysis and decisions, accurate records, and responsible stewardship of public resources
- **Respect:** civility, dignity, fairness, regard for others, and appropriate decorum in all interactions

Employees are expected to perform to the greatest extent of their ability and conduct themselves in a manner appropriate to their employment setting.

The expectations identified in this Policy apply to all Grant County employees. Violations of this Policy may result in corrective or disciplinary action up to and including termination.

This policy applies to all Grant County employees, including full-time, part-time, temporary, seasonal, and contractual staff. Compliance is mandatory and subject to enforcement through the County's disciplinary process. While the County may at times use progressive discipline, use of such process or other methods for addressing employee performance do not alter the at-will employment relationship. Some Grant County employees are subject to removal or discipline for cause of just cause, and those employment standards will be given due respect. Additionally, some employees of Grant County may be subject to additional Personal Conduct and Discipline standards authorized for their Department.

### B. General Conduct Expectations

#### 1. General Conduct Expectations

Employees must demonstrate professionalism, integrity, accountability, responsibility, competence, and courtesy at all times. Conduct should reflect positively on the employee, the employee's department, and Grant County as a whole.

Employees must avoid behavior—on or off duty—that could bring the employee or the County into disrepute, impair public trust, interfere with County operations, or conflict with the employee's responsibilities as a public servant.

Any inappropriate conduct or violation of these expectations should be reported immediately to the employee's supervisor or department head. Employees should report concerns consistent with the specific reporting and complaint-resolution provisions identified in other policies where

specific reporting is required such as the County's policy involving unlawful harassment, discrimination and retaliation.

## **2. Conduct Toward the Others**

Employees must treat one another and all members of the public and members of other government and professional entities with courtesy, respect, and impartiality. Employees are expected to perform their duties with attentiveness, patience, and professionalism.

The use of rude, harsh, profane, demeaning, or insulting language, or inappropriate gestures, is prohibited regardless of provocation with exceptions permitted solely in reasonable use of force situations engaged in by jailers and law enforcement personnel. Employees should de-escalate conflict when possible and seek supervisory support when needed to ensure safe, respectful service delivery.

## **3. Conduct Toward Coworkers and Supervisors**

Employees shall be respectful, civil, collaborative, and cooperative in all work-related interactions. The County will not tolerate behavior that undermines a professional work environment or disrupts operations.

- Disrespect, hostility, harassment, or discrimination toward other employees is strictly prohibited.
- Disorderly behavior, threatening or intimidating behavior, abusive behavior, or physical violence will not be tolerated.
- Employees have the right to perform their duties without dysfunction, undue interference, disruption, or sabotage by others.

## **C. Discipline Policy**

Notwithstanding the fact that employees of Grant County are employed "at will," the purpose of discipline is generally to correct job behavior and performance problems when those problems are correctable, when the employee has accepted accountability and responsibility, and when the County's interests are best served in retaining the employee. The County's use of progressive discipline or other methods of corrective action does not alter the employment at-will relationship.

The County will attempt to inform employees of expected standards of conduct and performance. However, because the County cannot list every conduct issue or performance criterion that may warrant discipline, employees are expected to exercise good judgment and act in a manner consistent with the County's standards and expectations of public service. Employees must also be cognizant that personal behavior outside of work may affect the interests of the County and may serve as grounds for discipline or for termination or other job action. Members of the community may associate employee, even in the employee's private capacity, as being a representative of the County.

The following non-exclusive examples listed below in Grounds for Disciplinary Action may result in disciplinary action ranging from a warning to immediate termination, depending upon the seriousness of the offense, the employee's acknowledgement of accountability and responsibility, correctable nature

of the conduct, and the interests of the County. The County reserves the right to take any disciplinary action it deems appropriate under the circumstances of an individual case.

#### **D. Grounds for Disciplinary Action (Non-Exclusive)**

The following non-exclusive examples may result in disciplinary action depending upon the seriousness of the offense. Even such conduct occurring in an employee's personal life or during the hiring process may impact the employee's employment.

1. Dishonesty, failing to be forthright or forthcoming, withholding of material information, or falsification of records or information.
2. Reporting to work under the influence of impairing substances, intoxicants or illegal drugs, possessing such substances, or using such substances while on or in County property or while performing County business. Refer to the Grant County Drug and Alcohol-Free Workplace Policy and CDL DOT Policy if applicable.
3. Unauthorized use or abuse of County equipment, property, or supplies.
4. Misuse, misappropriation, theft, or destruction of County equipment, property, supplies, records, or information.
5. Work stoppages such as miss-outs, noncollaborative behavior, strikes or slowdowns.
6. Insubordination or refusal to comply with the order or directive of a supervisor.
7. Tardiness, unauthorized absence, excessive absence, or misuse or abuse of leave.
8. Use of official position or authority for personal or political gain, profit or advantage.
9. Violating safety rules and regulations.
10. Being wasteful of material, property, or working time.
11. Failure to observe security procedures.
12. Removal of County money, merchandise, or property, including property in custody of the County, without permission.
13. Divulging or misusing confidential information, including removal from County premises, without proper authorization, including, but not limited to, any employee lists, records, designs, drawings, purchasing information, business strategies, medical information, or other confidential information of any kind.
14. The use of profanity or abusive language toward a fellow employee or in front of or directed at a member of the public while performing official duties as a county employee.
15. Misuse of County electronic communications resources including software, hardware, devices, and communications mechanisms.

16. Engaging in illegal conduct on duty or engaging in illegal conduct off duty where the conduct bears a substantial relationship to the employee's job or undermines the employee's ability to fully perform his or her job responsibilities.
17. Fraternizing with a known criminal.
18. Engaging in unbecoming conduct, including conduct that brings the employee into disrepute or that brings the County into disrepute.
19. Violation of departmental policies and procedures.
20. Violation of applicable County policies, procedures, and/or applicable ordinances.
21. Violations of state or federal laws and regulations.

Other circumstances may warrant disciplinary action up to and including termination and will be treated on a case-by-case basis.

## **E. Conduct Rules (Professional Conduct Standards)**

Employees are expected to conduct themselves in a manner that is professional, collaborative, caring, and that reflects well on themselves and Grant County. The following rules of conduct reflect general principles of integrity, respect, decorum, and professionalism expected of all County employees. The listed conduct rules are not exhaustive but illustrative of the general principles that should guide employee conduct.

### **1. Care of Property**

Careless handling of equipment, supplies, or other property greatly increases operational costs. Any property misused, abused, misappropriated or stolen by an employee will be referred for consideration of recoupment of costs at the expense of the employee to the extent permitted by law.

### **2. Conflict of Interest / Privileged or Confidential Information**

No County employee shall use his/her office or position for personal financial gain or the financial gain of his/her family. No employee shall engage in business activity, accept private employment, or render services for private interests when such employment, business activity, or service is incompatible with the proper discharge of official duties or would impair independence of judgment or action in the performance of official duties. No employee shall use or disclose privileged or confidential information gained in the course of, or by reason of, official position or activities.

### **3. Dress**

The professional appearance of all employees is important to the County's image with the citizens we serve. Without unduly restricting individual tastes, it is the policy of Grant County to require personal cleanliness, good grooming, and appropriate professional dress while employees are working or on County business. Dress should be consistent with the standards of the community, business, and occupation.

#### **4. Gifts and Gratuities**

The nature of public employment and the ethics of public service dictate that no employee is allowed to accept gifts or gratuities from the public, vendors, County residents, or others, for any reason. If an employee receives a gift given to themselves, for their team or department or for another employee, then the employee should immediately notify the employee's department head for purposes of the County determining the proper disposition of the gift.

#### **5. Personal Mail**

The use of any County facility as a mailing address, for personal purposes, is not permitted.

#### **6. Solicitation / Distribution**

Solicitation or distribution of personal or business information or materials by an employee to another employee is prohibited while the person doing the soliciting or distributing, or the one being solicited or distributed to is on their working time. Furthermore, in the interest of employee safety and well-being, distribution of material of any kind shall not be permitted at any time in working areas of the County, the Courthouse or other County facilities without the express permission of the Executive Committee.

County time is not to be used to conduct private business. Collections and sales of goods and services (cosmetics, jewelry, and insurance, for example) by employees or non-employees are strictly prohibited.

Contributions for charitable fundraising activities may be solicited on County property only with the advance permission of the Executive Committee or County Board Chair.

#### **7. Electronic Communications including Computer, Telephone and Cellular Phone Communications**

People form opinions of an organization based on the treatment they receive when they communicate with employees such as through email, social media, or telephone call. When answering the telephone or responding to an email, you are the County to the person with whom you are communicating. It is important to be professional, friendly, courteous, and helpful.

Incoming personal calls or personal use of electronic communication devices for employees are not permitted except in an emergency. In an emergency, a message will be taken and delivered promptly. Outgoing personal phone calls may be made only during breaks or lunch periods. Employees are to reimburse the County for any personal calls made from County phones when cost is incurred.

If employees are issued a County-provided cellular phone, it must be used only for work-related purposes. Handheld cellular phone usage (including dialing) is not permitted while driving a motor vehicle for County work purposes (unless responding to a work-related life-threatening/emergency situation). Employees must find a safe spot to park their vehicle before using handheld cellular phones.

Personal cellular phone use during work time must be limited. Except for emergencies or during approved break and meal periods, employees are not permitted to use personal cellular phones for non-work purposes while on duty or while responsible for work activities. This includes, but is not limited to, scrolling social media, streaming content, gaming, online shopping, and personal texting/calls. Employees must ensure personal device use does not interfere with customer service, public safety, job performance, or workplace professionalism.

Employees must be cognizant that content or information on a personal device or other source used by the employee during work time or that relates to a work-related matter even if off duty may constitute a record subject to disclosure under Wisconsin's Public Records Law, may be subject to reasonable search to the extent permitted by law, or may be of interest to the County for civil matters including defense of the County's interests, among other legal reasons.

### **8. Nepotism**

The employing unit, department, or agency shall not hire or arrange for the immediate supervision of an employee who is the spouse, parent, child, brother, sister, niece, nephew, mother-in-law, father-in-law, aunt, uncle, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or significant other of the immediate supervisor. This prohibition also applies to current or former step or adopted parents, children, sisters, or brothers.

A significant other includes a person with whom the supervisor cohabits or with whom they maintain an intimate relationship.

This policy is established to eliminate the possibility of preferential treatment and to reduce potential criticism by the public of appointing authorities and employees.

### **9. Disclosure and Reporting Suspected Unlawful Conduct (Integrity Reporting)**

Grant County encourages and expects its employees to immediately disclose to appropriate County officials any information that an employee reasonably believes to show unlawful conduct by the County, its officers, employees, or agents, whenever the employee comes into possession of such information. Unlawful conduct includes fraudulent bookkeeping, embezzling, theft, misappropriation of funds, safety and health violations, discrimination, and any other activity prohibited by law.

The purpose of this policy is to allow Grant County the opportunity to investigate alleged unlawful conduct, determine the veracity of the information submitted, notify enforcement authorities when appropriate, and take corrective action as required. Grant County has an obligation to the general public and its employees in certain circumstances to take immediate action when circumstances warrant.

If a Grant County employee has information that they reasonably believe to show that the County, its officers, employees, or agents are engaged in unlawful conduct or activities, that employee has an affirmative responsibility to report or disclose that information to Grant County so corrective measures can be addressed immediately for the County's protection.

The report or disclosure should be made in writing directly to the Grant County Human Resources Manager.

Nothing herein stops an employee from reporting such unlawful conduct to the applicable law enforcement authorities.

**NOTE:** If the Grant County Human Resources Manager is the source of the alleged unlawful activity, then a written disclosure should be made directly to the County Administrator. The County Administrator shall address the employee's report to the appropriate County agents for review and investigation.

The report may be submitted anonymously if the person so desires, but the employee must be cognizant that anonymity may be temporary and release of the employee's identity if known may be required by law or for other legitimate reasons.

An investigation into unspecified wrongdoing or broad allegations will not be undertaken without verifiable evidence. Because investigators are unable to interview anonymous reports, it may be more difficult to evaluate the credibility of the allegations and, therefore, less likely to initiate an investigation.

Employee reports or disclosures made in good faith by any Grant County employee under this policy will be protected from any adverse employment action that could be associated with the disclosure. Malicious or knowingly false allegations may result in disciplinary action.

This policy shall not be construed or implemented in any manner that would impermissibly restrict any public employee's protected constitutional right to speak freely as a private citizen on his or her own time about matters of public concern when balanced against the legitimate interests of the County. Grant County reserves all rights inherent in its authority to apply this policy as it deems necessary to efficiently and effectively conduct this lawful business of County government.

## **F. Complaint Resolution**

Employees are encouraged to discuss matters with their supervisor if they have questions about the County's actions or if they do not agree with a supervisor's action.

## Performance Reviews

### Purpose

The overall purpose of performance reviews is to provide employees feedback on their performance, acknowledge employee achievements, address areas that need to be strengthened, and periodically record essential information about an employee's work performance and conduct. Performance reviews summarize past performance and plan for future performance.

Performance reviews shall be considered in decisions affecting placement, employment, promotions, transfers, corrective action or discipline, reemployment, and training.

### Policy

Performance reviews should be ongoing throughout the year, and any issues should be addressed immediately. The annual performance review shall be completed by the employee's direct supervisor or designee no later than March 1 each year for the previous calendar year and discussed with the employee face-to-face.

Privacy of performance discussions: Supervisors shall discuss performance concerns, coaching, corrective feedback, and performance review results with the employee in a private setting whenever practicable. Supervisors shall limit discussion of employee performance to those with a legitimate need to know.

Exception: When immediate operational needs, employee/public safety, or other exigent circumstances make a private setting impracticable, supervisors shall limit any discussion to the minimum necessary to address the immediate situation and shall follow up with the employee in private as soon as practicable.

The employee's job description shall be reviewed during the annual meeting and, if necessary, updated as part of the performance review process by submitting recommendations to the Human Resources Manager or designee for approval.

Performance reviews shall be conducted annually for all full-time, part-time, and annual limited-term (LTE) employees. Performance reviews are optional for seasonal limited-term (LTE) employees and shall be determined by the Department Head. A review is not required if an employee starts on November 1 of the review year or later.

A less-than-satisfactory performance review may lead to implementing a performance improvement plan (PIP); however, a PIP could be implemented at any time due to a lack of satisfactory performance. The department head shall approve the direct supervisor's performance review comments. The Human Resources Manager or designee shall monitor the review to ensure its completion and may provide feedback on the review comments if necessary.

The performance review form and process to be used for the annual performance review shall be determined by the County Administrator and administered by the Human Resources Department.

Highlighted area is the addition to the policy

**GRANT COUNTY RULES OF THE BOARD**

Adopted XX/XX/XXXX

**Table of Contents**

SECTION 1: PURPOSE AND DEFINITIONS ..... 2

    1.01 Purpose.....2

    1.02 Interpretation .....2

SECTION 2 COUNTY BOARD ORGANIZATION ..... 2

    2.01 County Board Meetings.....2

    2.02 County Board Meeting Agenda Responsibilities ..... 3

    2.03 County Email Addresses.....4

    2.04 Committees of the County Board and Other Boards and Commissions – Creation and Existence ..... 4

    2.05 Committee and Other Boards and Commissions Appointments and Removals ..... 5

    2.06 Committees and Other Boards and Commissions Meeting Agenda Responsibilities ..... 5

    2.07 County Board Member Compensation..... 5

    2.08 Meeting Minutes ..... 6

    2.09 County Board Meeting Seating Arrangements ..... 7

    2.10 Board Member Interest Forms ..... 7

    2.11 Board Relationship with Administrator and Department Heads..... 7

    2.12 Vacancies in Office of County Board Member..... 7

    2.13 Official Statements by Board Members ..... 8

    2.14 Closed Session at Committee Meetings - Attendance ..... 8

    2.15 Board Member Rules of Conduct ..... 8

SECTION 3 COUNTY BOARD OFFICERS ..... 9

    3.01 County Board Chair .....9

    3.02 County Board Vice Chair.....10

    3.03 Chairs and Vice Chairs of Committees.....10

SECTION 4 RULES OF PROCEDURE .....10

    4.01 Parliamentary Authority .....10

    4.02 Remote Attendance at Meetings.....10

    4.03 Order of Business.....11

    4.04 Personal Electronic Devices .....12

    4.05 Recognition, Debate and Voting at County Board Meetings .....12

    4.06 Public Decorum and Comment .....13

    4.07 Reconsideration.....14

    4.08 Resolutions – Form and Introduction .....14

    4.09 Suspension of and Amendment to Rules .....15

SECTION 5 ENFORCEMENT .....	15
5.01 Procedure for Enforcement.....	15
APPENDIX A – Committees.....	16
APPENDIX B - Rules for Participation in Meetings by Telephone Conference Call or Other Electronic Means .....	20
APPENDIX C - Grant County Board Code of Conduct .....	22
APPENDIX D - Grant County Board Dispute Resolution Committee .....	25
APPENDIX E - County Board Supervisor Cyber Security Training Compliance Policy .....	27

<b>SECTION 1:</b>	<b>PURPOSE AND DEFINITIONS</b>
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**1.01 Purpose**

The Grant County Board of Supervisors (referred to as the “County Board” or “Board”) recognizes and understands the importance of county government, and the programs and services it provides, to the citizens of Grant County. The County Board further recognizes County citizens’ rightful expectation that the financial resources provided the County through tax levy and other sources be invested in a wise and deliberate matter. Therefore, in recognition of these principles, the County Board hereby adopts the following County Board Rules (referred to as “Board Rules” or “Rules”) in order to promote orderly and efficient rules of governance for the County Board and all county-related governmental bodies.

**1.02 Interpretation**

These Board Rules are not intended to, and shall not, supersede any requirements or provisions in the Wisconsin Statutes. In the event of any conflict between the Wisconsin Statutes and these Board Rules, the Wisconsin Statutes shall take precedence.

**1.03 Self-Organized County:**

Grant County is hereby a self-organized county as allowed by Wisconsin Statutes § 59.10.

<b>SECTION 2</b>	<b>COUNTY BOARD ORGANIZATION</b>
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**2.01 County Board Meetings**

The two-year period of time between the organizational meetings in Section 2.01(A) hereof shall constitute a session of the County Board, and any business pending and upon which the Board has not acted prior to the close of a session can no longer be acted upon without being reintroduced.

- (A) The Organizational Meeting. On the third Tuesday in April in even-numbered years, after each Spring general election at which County Board Members are elected for full terms, the County Board will meet and shall:
  - 1. Organize and transact general business;
  - 2. The Corporation Counsel shall serve as Chair pro tempore of the Organizational Meeting until such time as the County Board elects the Board Chair. Persons nominated for Board Chair and Board Vice Chair

are allowed 10 minutes to speak and answer questions. Voting shall take place by written secret ballot and the County Clerk and Corporation Counsel shall serve as ballot clerks. A majority of votes of the Board Members present shall be necessary to elect the Board Chair and Board Vice Chair.

3. Elect a member Board Chair to perform the duties set forth in Wis. Stat. § 59.12(1);
4. Elect a member Vice Chair to perform the duties set forth in Wis. Stat. § 59.12(2); and
5. The Organizational meeting shall be adjourned for two days to the following Thursday to allow the County Board Chair, in consultation with the Vice-Chair, and the County Administrator to determine committee, board and commission appointments. The final list of appointments shall be presented to the County Board for approval at the adjourned Organizational Meeting.

- (B) The Annual Meeting. The County Board shall convene for an annual meeting each November for the purpose of transacting general business, on a date established in accordance with Wis. Stat. § 59.11(1)(a). The Annual Meeting shall be held at 10:00 a.m. on the first Tuesday following the second Monday, in accordance with Wis. Stat. § 59.11 The Annual Meeting may be adjourned from time to time as allowed under the Wisconsin Statutes.
- (C) Regular Meetings. The County Board shall convene at 10:00 a.m. on the third Tuesday of each month to conduct general business with the exception of the November annual meeting.
- (D) Special Meetings. Special meetings of the County Board may be called in accordance with Wis. Stat. § 59.11(2) or at the call of the Board Chair. If a meeting is called pursuant to Wis. Stat. § 59.11(2), the written request delivered to the County Clerk shall conform to Wis. Stat. § 59.11(2)(a) and contain the proposed agenda for the meeting.

## **2.02 County Board Meeting Agenda Responsibilities**

- (A) The Board Chair, in consultation with the County Clerk and the County Administrator, is responsible for the contents of the agenda for any County Board meeting except for a special meeting called pursuant to Wis. Stat. § 59.11(2)(a).
- (B) Any member of the Board desiring an item to be placed on the agenda for a board meeting shall either:
1. Request that the Board Chair place the item on the agenda and the Board Chair may grant or refuse the request; or
  2. Make a motion during the Future Agenda Items portion of the agenda at a County Board meeting to have an item placed on the agenda for the next meeting and, if such motion is adopted, the item shall be placed on the agenda for the next meeting.

- (C) The County Clerk, in consultation with the Board Chair, is responsible for providing notice of every meeting of the County Board by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.
- (D) The County Clerk shall distribute the agenda and meeting packet to all County Board Members, the County Administrator and the Corporation Counsel, in addition to any other interested persons identified by the Board Chair, by 1:00 p.m. on the Friday immediately preceding a regular County Board meeting. For special meetings, the agenda and meeting packet shall be delivered at least 48 hours in advance of the meeting except in the event of an emergency, in which case the agenda and meeting packet shall be delivered as soon as practicable. Any Committee or Board Member responsible for submitting materials (resolutions, ordinances, ordinance amendments, reports, etc.) for inclusion in the meeting packet shall provide the materials to the County Clerk no later than 3:00 p.m. on the Wednesday preceding the week of the regular meeting. The agenda and meeting packets shall be delivered in electronic format to the recipient's county email address unless a recipient requests a hard copy of the materials. The requirements of this Section 2.02(D) may be waived, in whole or in part, by the Board Chair in their discretion.

### **2.03 County Email Addresses**

The County shall provide every Board Member with a county email address. All Board Members **shall** utilize the county email address for county business and **shall not** conduct county business on any other email address. [See Appendix E Cyber Security Training Compliance Policy](#)

### **2.04 Committees of the County Board and Other Boards and Commissions – Creation and Existence**

- (A) Standing Committees. The County Board has established the standing committees (referred to as "Standing Committees") as designated on Appendix A to these Board Rules. Standing Committees are regular committees of the County Board, shall have the authority, power, duties and responsibilities as set forth in Appendix A and shall operate according to the procedures set forth in Appendix A.
- (B) Ad Hoc Committees. The County Board may form ad hoc committees (referred to as "Ad Hoc Committees") from time to time by resolution or action of the County Board. Any resolution or action creating an Ad Hoc Committee shall specify the name of the committee, the committee's purpose, the number of members of the committee, the appointing authority for committee membership, the duration of the committee and the committee's reporting relationship. In these Board Rules, Ad Hoc Committees and Standing Committees are together referred to as "Committees."
- (C) Other Boards and Commissions. The County may be associated with certain Other Boards and Commissions (referred to as "Other Boards and Commissions"). Appendix A will be updated from time to time to reflect current Other Boards and Commissions and particulars surrounding operations.
- (D) Pursuant to Section 3.01 of these Rules, the Board Chair may serve as a member, with full rights and privileges, of any Committee if there is not otherwise a quorum present at any Committee meeting.

## **2.05 Committee and Other Boards and Commissions Appointments and Removals**

- (A) Within two (2) days after the reorganization of the County Board, the County Board Chair shall file with the County Clerk a list of Standing Committee appointments, including the designation of each committee's chairperson and vice chairperson. Within the same timeframe, the County Administrator shall submit to the County Clerk a list of all appointments to Boards and Commissions. The County Clerk shall then email a copy of the appointments to all board members. Confirmation of the appointments shall be the responsibility of the Grant County Board of Supervisors and will take place at a special meeting held two days after the County Board Organizational meeting. In making appointments, every effort shall be made to ensure that each County Board Supervisor serves on an equal number of committees.
- (B) The Board Chair may recommend the removal of any member of any Committee at any time for any reason to the County Board and the County Board may make such removal. The Board Chair may recommend the removal of the designation as Chair or Vice Chair of any Committee at any time for any reason and the County Board may make such removal.

## **2.06 Committees and Other Boards and Commissions Meeting Agenda Responsibilities**

- (A) The Committee Chair shall serve as the Chair of a Committee meeting and, in consultation with the department head, County Clerk and Board Chair, is responsible for the preparation of all Committee meeting agendas.
- (B) The County Clerk, or their designee, in consultation with the Committee Chair, is responsible for providing notice of every meeting of the Committee by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.
- (C) A Committee or Other Board and Commission may request another Committee or Other Board and Commission to attend a future meeting of the requesting body. In such event, each Committee and Other Board and Commission shall prepare an agenda for the joint meeting in the usual manner.
- (D) In the first meeting of a Committee following the Organizational Meeting, the Committee shall adopt dates and times for regular Committee meetings and shall make every attempt to schedule such meetings prior to the regular County Board meetings and with due regard to the meeting dates and times of other Committees.

## **2.07 County Board Member Compensation**

- (A) County Board Meetings. Board Members shall receive \$90 for each day's attendance at a County Board meeting.
- (B) Committee Meetings. Board Members shall receive \$90/meeting for attending a Committee meeting. Board Members are entitled to receive compensation for attending more than one meeting in a day as long as the meeting start times are at least 2 hours apart.

- (C) Other Meetings. Board Members shall receive \$90 for attending a meeting of a body that may be a Committee, Commission or Board only if the meeting is publicly noticed on the Grant County website and with the Board Chair's prior approval. Board Members who are not members of the Committee may receive compensation as provided in this Section 2.07 for attending a meeting only when attendance at the meeting is directed or approved by the Board Chair.
- (D) Board Chair Compensation. In addition to the compensation set forth in this Section 2.07, the Board Chair shall receive an additional stipend. If the Board Chair is unable or unwilling to perform the duties of Board Chair for a period of four weeks or longer, the Board Chair shall not be paid the additional compensation herein, and the compensation shall be paid to the Vice Chair for the months during which the Vice Chair is performing the duties of the Board Chair.
- (E) Mileage Reimbursement. Board Members shall be reimbursed for mileage in the amounts, and according to the regulations and procedures, established by the Executive Committee, subject to confirmation by the County Board, from time to time. Board Members shall be entitled to reimbursement of only actual mileage traveled for attendance at any committee, commission, or board meeting (or County Board Chair activity) for which compensation is paid and only if the Board Member utilizes his or her personal vehicle for the travel.
- (F) No compensation shall be paid for attendance at any meeting held two hours before or two hours after a County Board meeting.
- (G) Grant County Supervisors will not be paid per diem for any conferences, conventions and seminars that they attend. Mileage will be paid if a supervisor drives their personal vehicle to these events.
- (H) Board Members shall complete and sign any forms required to verify attendance and mileage provided by the County Clerk's Office. Such forms are required to be submitted not more than two (2) weeks following the end of the month in which the expenses were incurred or attendance is claimed.
- (I) Grant County Supervisors are responsible for fees associated with attending a Convention for which they cancel or do not attend after arrangements are finalized. These fees can include registration and room accommodations made on behalf of the Supervisor by Grant County staff. Discretion regarding the reason for canceling (possible health reason, death in the family, etc.) should be a determining factor for enforcement of this penalty by the County Board Chair.

## **2.08 Meeting Minutes**

- (A) County Board Meetings. The County Clerk is responsible for the preparation of minutes for all meetings of the County Board. All County Board meetings shall be electronically recorded. There shall not be a recording of any closed session of a County Board meeting.
- (B) Committee, Other Board and Commission Meetings. Pursuant to Wisconsin State Statute 59.23(2)(a) the County Clerk shall act as the clerk for all Committee, Commission and Board meetings unless a qualified person is appointed, in consultation with the Chair of such meetings, to perform such duties. In all cases,

accurate minutes of the proceedings shall be maintained, and all committee meetings shall be electronically recorded.

### **2.09 County Board Meeting Seating Arrangements**

Except as provided herein, County Board Members shall be seated in order by district number. The Board Chair, Vice Chair, County Administrator, County Clerk and Corporation Counsel shall sit at the designated head of the room in the order established by the Board Chair. There shall be a designated area for members of the public and members of the press. The Board Chair may alter the seating arrangements to meet the needs of individual Board Members or members of the public.

### **2.10 Board Member Interest Forms**

- (A) Within 7 days after County Board Members are elected in the Spring general election, the County Clerk shall distribute a welcome letter to all persons elected to the County Board. The contents of the welcome letter shall include information concerning the schedule for the Organizational Meeting, special committee appointment meeting and related matters, the Board Rules, the Board Member Biography form and Committee, Board, Commission form. The welcome letter shall also include information about an orientation day for newly elected Supervisors.
- (B) Board Members interested in nomination for the position of Board Chair and Vice Chair are encouraged to indicate their interest in the positions on the Grant County Committee, Board Commission and Seat Preference Form. In addition, such Board Members are encouraged to answer two additional questions on the Board Member Biography form.

All Board Members shall complete a Committee/Board/Commission Preference form along with the Board Member Biography form. The County Clerk will distribute these forms to all County Board Members-elect in advance of the Organizational Meeting.

### **2.11 Board Relationship with Administrator and Department Heads**

The County Board serves as the legislative body in County government. As such, the County Board's role is to enact policy. To implement the policy the County Board establishes, the County Board shall appoint a person as the County Administrator according to Wis. Stat. § 59.18(1). The Administrator shall perform all duties and have such authority as specified in Wis. Stat. § 59.18, the position description, these Board Rules and as otherwise may be authorized and directed by the County Board from time to time. Department Heads are responsible, and shall report, to the Administrator. County Board Members desiring information or a report from a Department Head or other County staff shall request such information or report either in the context of a County Board or Committee meeting or from the Administrator.

### **2.12 Vacancies in Office of County Board Member**

- (A) Vacancies – How Caused. Vacancies in the office of Grant County Board Supervisor shall be determined according to Wis. Stat. § 17.03.
- (B) Vacancies – How Filled.

The following procedure shall be utilized when there is a vacancy in the office of County Board Supervisor:

1. Within 30 days of the seat becoming vacant, the County Clerk shall post on the county website and place a standard advertisement (not in the legal section) for 2 consecutive weeks in the Grant County Herald Independent and other pertinent weekly newspapers, containing:
  - a. A notification that there is a vacancy in Supervisory District number.
  - b. That interested persons shall submit the following information to the County Clerk, in written form, by a stated deadline which shall be not less than 30 days from the date of the last publication:
    - The applicant's name and address;
    - That the applicant is at least 18 years' old;
    - That the applicant is qualified to vote in the district in which there is a vacancy; and
    - A brief statement as to the applicant's qualifications to serve on the County Board.
  - c. A statement that the vacancy will be filled from the list of applicants, at the County Board meeting first following the expiration of the application deadline. The advertisement should state the place, date and time of that County Board meeting.
  - d. The County Clerk's mailing address and e-mail address.
2. After review of the applications the County Board Chair may make a recommendation to the County Board.

### **2.13 Official Statements by Board Members**

No Board Member other than the Board Chair is authorized to make any official statement or comment on behalf of the County Board. If a Board Member makes a statement or comment, the Board Member shall ensure such statement or comment contains language indicating the statement or comment reflects the personal views of the Board Member and not the views of the County Board.

### **2.14 Closed Session at Committee Meetings - Attendance**

In accordance with Wis. Stat. § 19.89, and unless otherwise provided by law, no Board Member may be excluded from any meeting of the Committee or Other Board and Commission provided, however, that a Committee or Other Board and Commission may exclude a Board Member that is not a member of the Committee or Other Board and Commission from a closed session portion of a meeting upon majority vote of the Committee or Other Board and Commission members present.

### **2.15 Board Member Rules of Conduct**

(A) Each Board Member shall:

1. Uphold the Oath of Office and faithfully and impartially discharge the duties of a Board Member to the best of their ability;
2. Act in the best interests of Grant County government at all times;
3. Refrain from conduct which a reasonable person would deem unethical, offensive or otherwise contrary to community values;

4. Be responsive to the needs of the community;
  5. Represent the interest of constituents by attending and participating in meetings, adequately prepare for meetings and observe the rules of decorum and these Board Rules at meetings; and
  6. Conduct Grant County government business in a manner consistent with law and refrain from discussions surrounding Grant County business outside the appropriate meetings and channels of communication.
- (B) Board Member Conduct at Meetings. In addition to the rules of decorum in RONR, Board Members shall, at all meetings of the County Board or a Committee, conduct themselves and dress in a professional and respectful manner. Board Member comments should be directed to the County Board Chair or Committee Chair and not to any individual Board Member, County employee or member of the public. All comments must be respectful, courteous, appropriate and germane to the topic under discussion. Any inappropriate conduct will be recognized and addressed by the County Board Chair or Committee Chair. The County Board Chair at a County Board meeting or the Committee Chair at a Committee meeting shall have the power to direct a Board Member's removal from a meeting.
- (C) Board Member Conduct Outside Meetings. In addition to the provisions of Section 2.15(A), Board Members shall adhere to the following.
1. Board Members shall at all times exhibit professional and courteous behavior when interacting with the County Administrator and County employees. Under no circumstance shall it be acceptable for a Board Member to berate, belittle or shout at the County Administrator or a County employee whether in a meeting or outside a meeting.
  2. Board Members shall refrain from requesting that a County employee perform a task or function without first obtaining the appropriate authorization. Matters relating to official County business should be addressed through the Administrator or the appropriate Committee, Other Board or Commission.
- (D) As elected representatives, Board members receive complaints from constituents, including County employees and the general public. Board members shall refer complaints and/or concerns regarding the management and operation of County government to the appropriate step within the chain of command (Department Head and/or County Administrator). Outside of the chain of command, Board members shall refrain from reviewing or discussing the merits of such complaints or concerns until the matter has been submitted to the chain of command and reported by that authority to the Board or Committee.

<b>SECTION 3</b>	<b>COUNTY BOARD OFFICERS</b>
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### **3.01 County Board Chair**

- (A) The Board Chair shall perform all duties of the chairperson as specified in Wis. Stat. § 59.12(1) and perform such other duties as specified in these Board Rules. In addition, the Board Chair shall perform such other duties as the County Board may

authorize from time to time. In presiding over meetings of the County Board, the Board Chair shall decide all questions of order or procedure, subject to appeal to the Board, and at all times preserve order and decorum. The Board Chair may serve as a member, with full rights and privileges, of any Committee if there is otherwise not a quorum at any Committee meeting.

- (B) The Board Chair shall serve as the spokesperson for the County Board and is authorized to comment to the public or press on any matter of County business provided any such comments are consistent with the County Board's policies or expressed positions.
- (C) The Board Chair shall be a member of Executive Committee, Criminal Justice Coordinating Council (CJCC), Grant County Economic Development Corporation, Local Emergency Planning Committee (LEPC), Traffic Safety and Land Information Council. The Board Chair shall be the Chair of the Executive Committee and Treasurer of Grant County Economic Development Corporation.
- (D) In the event of a vacancy in the position of Board Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 2.01(A).

### **3.02 County Board Vice Chair**

- (A) The Vice Chair shall perform all duties of the Board Chair in the absence or disability of the Board Chair and perform such other duties as specified in these Board Rules. In addition, the Vice Chair shall perform such other duties as the County Board may authorize from time to time.
- (B) In the event of a vacancy in the position of Vice Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 2.01(A).

### **3.03 Chairs and Vice Chairs of Committees**

The Chair of a Committee shall preside at Committee meetings and otherwise serve as the spokesperson on behalf of the Committee in County Board meetings. The Committee vice chair shall assume the responsibilities of the Committee chair in the Chair's absence.

<b>SECTION 4</b>	<b>RULES OF PROCEDURE</b>
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### **4.01 Parliamentary Authority**

The latest edition of Robert's Rules of Order, Newly Revised ("RONR") shall govern the proceedings at all meetings of the County Board and the Committees. The Corporation Counsel shall serve as parliamentarian for all meetings of the County Board and shall consult with the Board Chair on all questions of parliamentary procedure.

### **4.02 Remote Attendance at Meetings**

- (A) Remote Attendance at Meetings. Board Members shall make every attempt to attend County Board and Committee meetings in-person. A Board Member authorized under these Board Rules to attend a meeting by remote communication (telephonic or videoconference technology) shall be considered present for a meeting with full rights to participate and vote. Any Board Member attending a Board or Committee meeting

remotely shall keep the camera on for the entirety of their attendance if attending by video and shall be excused from any closed session part of a meeting unless granted permission to remain in the meeting by the Board Chair or Committee Chair. No person may serve as Chair of a County Board meeting if the person is attending the meeting by remote communication unless the entire meeting is held by remote communication as provided in Section 4.02(B). In the physical absence of the Board Chair and Vice Chair, the County Board shall appoint a Board Member to serve as Chair pro tempore of the meeting. The Executive Committee may, from time to time, establish policies governing the conduct of meetings where persons attend remotely and Board Members shall abide by any such policies. See Appendix B – Participation in meetings by telephone conference call or other electronic means.

- (B) Fully Remote Meetings. If in-person meetings are not advised or not possible due to an emergency situation, as declared by the appropriate authority under Wis. Stat. Chap. 323 or otherwise determined by the Board Chair, meetings of the County Board and Committees may be conducted via teleconference, video conference or other such methods, provided that members of the public can access the meeting in accordance with Wis. Stat. § 19.89, Wisconsin’s Open Meetings Law.

#### **4.03 Order of Business**

- (A) County Board Meetings.

The order of business for all meetings of the County Board shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. County Clerk Verification of Open Meetings Law Compliance
4. Roll Call
5. Approval of Agenda
6. Approve Minutes of Previous Meeting(s)
7. Correspondence
8. Administrator Report
9. Communications, memorials, appointments, recognitions
10. Unfinished or old business
11. New Business
12. Ordinances and Ordinance Amendments
13. Reception and consideration of Resolutions
14. Special Reports
15. Consideration of Committee Reports
16. Closed Session (if any)
17. Future Agenda Items
18. Adjourn

The order of business may be changed by the Board Chair or by majority vote of the Board. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

- (B) Committee Meetings.

The order of business for all meetings of Committees shall be as follows:

1. Call to Order
2. Roll Call
3. Verification of Open Meetings Law Compliance
4. Approval of Agenda
5. Approve Minutes from Previous Meeting(s)
6. Public Hearing
7. Reports
8. Department Business
9. Resolutions
10. Ordinances and Ordinance Amendments
11. Reports / Correspondence
12. Future Agenda Items
13. Closed Session (if any)
14. Adjourn

The order of business may be changed by the committee or other board and commission chair or by majority vote of the committee or other board and commission. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

- (C) Approval of Minutes. There is no requirement that minutes of a previous meeting be read unless requested by a majority of the County Board or Committee.
- (D) Consideration of Resolutions. There is no requirement that resolutions introduced at a meeting be read unless requested by the Board Chair or a majority of the County Board provided such resolution(s) is made available to the Board or Committee members prior to the meeting.

#### **4.04 Personal Electronic Devices**

- (A) County Board Members. All County Board Members shall silence their mobile phones and all other personal electronic devices during a meeting of the County Board and of any Committee on which the Board Member serves. Such devices may not be used during any such meeting except in the event of an emergency or with permission of the Chair of the meeting.
- (B) Other Meeting Attendees. All other meeting attendees shall silence their mobile phones and other personal electronic devices during a meeting of the County Board and of any Committee.

#### **4.05 Recognition, Debate and Voting at County Board Meetings**

- (A) Recognition. A Board Member must be recognized by the Board Chair prior to speaking. The Board Chair is responsible for determining recognition.
- (B) Debate. No motion shall be debated unless seconded. It shall then be stated by the Chairperson, and if requested by a member, reduced to writing. A motion may be withdrawn by its proponent, with the consent of the seconder, at any time before the amendment or decision. Each Board Member shall be entitled to speak twice for a total of not to exceed 3 minutes per instance on any matter pending before the Board and open for discussion. Any member may move to limit or extend the floor time of any speaker and such motion shall require 2/3 vote and is not debatable. Discussion

and comments should be directed to the Board Chair and not to any individual Board Member, county staff or member of the public. All Board Member comments shall be germane to the business currently pending before the Board. Board Members shall maintain and exercise proper decorum at all times when discussing any matter before the Board.

- (C) Voting. Unless a roll call vote is required by the Wisconsin Statutes or these Board Rules, when a question is put to the County Board, the Board Chair shall conduct a voice vote by asking for those in favor and those opposed. When a roll call vote is required, or requested, the County Clerk shall activate the electronic voting system. If the electronic voting system is not functioning, the County Clerk shall call the roll in numeric order by supervisory district. Each succeeding roll call vote at the same meeting shall begin with the next succeeding name following the member who completed the preceding roll call vote. Every vote upon the levy of a tax or the appropriation of money shall be taken by roll call vote using electronic tablets.
- (D) Abstention. All County Board Members are expected to represent their constituents and fully participate in meetings of the County Board, including voting. Nonetheless, there are recognized circumstances where participation in discussion, voting, or both would be inappropriate. A Board Member may abstain from participating in discussion, voting or both. When a Board Member abstains, the Board Chair shall provide the Board Member with the opportunity to explain the reason for the abstention and, if a reason is provided, the County Clerk shall record the reason in the meeting minutes.
- (E) With the exception of subsection (D), this Section 4.05 does not apply to Committee meetings. Unless otherwise required by the Wisconsin Statutes or these Board Rules, Committee meeting procedure shall be governed by RONR 49:21, Procedure in Small Boards.

#### **4.06 Public Decorum and Comment**

- (A) Rules of Decorum. All attendees at County Board and Committee meetings are expected to maintain appropriate decorum during the meeting. Talking, shouting, outbursts, clapping and similar gestures are prohibited. Any attendee may be requested to cease any activities, including the use of signs, banners or displays, that unduly disrupt a meeting consistent with applicable law. Citizens in the audience are not to audibly respond to comments being made during a meeting or to make demonstrations either in support of or in opposition to a speaker or idea. The Chair of the meeting is responsible for enforcing meeting decorum.
- (B) Public Participation at Meetings. Unless specifically requested by the Chair of a meeting, members of the public are not allowed to participate in any meeting. No Board Member or member of a committee may cede time during discussion of a pending question to a member of the public. This Section 4.06(C) shall not be construed to prohibit County staff from providing information and reports to the County Board or a Committee, if requested by the presiding Chair consistent with the meeting agenda or practice of the County Board or Committee.
- (C) Board Member Participation at Committee Meetings of Which They Are Not a Member. Board Members are allowed to attend any meeting of a committee. A Board Member may not speak at a committee meeting except upon permission of the Chair

of the Committee.

#### **4.07 Reconsideration**

Any County Board Member on the prevailing side of any question determined by the County Board may make a motion to reconsider the question at the same meeting. When the County Board is equally divided on any question before it, the question shall be considered lost, but in that case any County Board Member present at the meeting where the question was considered may move for reconsideration at the same meeting.

#### **4.08 Resolutions – Form and Introduction**

- A. Form of Resolutions. A Board Member may request the assistance of administration and staff, together with Corporation Counsel, in drafting any proposed Resolution provided, however, the identity of the Board Member shall not be confidential. Resolutions shall be in form approved by the County Clerk and Corporation Counsel. In addition to any other form requirements, all proposed Resolutions shall include the following:
1. A space indicating the name of the Supervisor or Committee introducing the resolution.
  2. A space for a fiscal note. The County Administrator or designee is responsible for reviewing the financial impact of any proposed Resolution and providing any comments relating to such financial impact.
  3. A space for a legal note. The Corporation Counsel or designee is responsible for reviewing whether the proposed Resolution is within the scope of the County's authority and otherwise providing any comments relating to the legal impact of the proposed Resolution.
  4. A space indicating the identity of the Committee(s) that considered the proposed Resolution, the date of the Committee(s) meeting at which such consideration occurred, the official action of the Committee(s) on the proposed Resolution and the votes of the Committee(s) members relative to the proposed Resolution.
  5. No action shall be taken on any resolutions unless the four previous requirements have been met. An exception may be granted by the County Board Chair, who may authorize consideration and action on a resolution notwithstanding the failure to meet one or more of the preceding requirements.
- B. Introduction of Resolutions. A Resolution may be proposed by an individual Board Member or by a Committee.
1. Resolutions Proposed by an Individual Board Member. If a Resolution is proposed by an individual Board Member, prior to any action by the Board on the proposed Resolution, the Board Chair shall refer the proposed Resolution to the appropriate Committee. The County Board may, from time to time, request a report from the Board Chair as to referral of proposed Resolutions. The Committee(s) to which a proposed Resolution is referred shall file the official action on any proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred, and the act of filing

shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting. The requirements of this Section 4.08(B)1 may be waived, in whole or in part, by the Board Chair in his or her discretion.

2. Resolutions Proposed by a Committee. A Committee may propose a Resolution. Any Committee that recommends County Board adoption of a Resolution proposed by the Committee shall file the official action on the proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting.

C. It shall be the responsibility of each committee to have the matter prepared in the form to be acted on and to have legal, fiscal, and administrative notes attached.

#### 4.09 Suspension of and Amendment to Rules

(A) Suspension of Rules. Any rule in these Rules may be suspended by 2/3 vote provided any such suspension does not cause a violation of the Wisconsin Statutes.

(B) Amendment to Rules. The County Board may amend these Rules by 2/3 vote of the members provided any proposed amendment is provided in writing to all Board Members in the meeting packet distributed by the County Clerk under Rule 2.02(D). Appendix A relating to committees may be amended at any time by majority vote.

### SECTION 5 ENFORCEMENT

#### 5.01 Procedure for Enforcement

(A) If the Board Rules are violated during a meeting of a Board, Committee, Other Board or Commission, the Board Chair or other presiding officer of the meeting shall have all powers under the Board Rules to immediately bring a Board Member's conduct into conformity with the Board Rules. If appropriate, the Board Chair or other presiding officer of the meeting may report a violation of the Board Rules to law enforcement for purposes of taking appropriate action, which may include (without limitation) removal of the offending Board Member from a meeting and/or issuing a citation for disorderly conduct. In addition, the Board Chair or other presiding officer of the meeting shall refer the matter to the Dispute Resolution Committee to determine what, if any, further sanction is warranted. The Board Member who is alleged to have violated the Board Rules shall be provided an opportunity to address the Dispute Resolution Committee prior to disposition. The Dispute Resolution Committee shall make a report to the County Board as soon as practicable and provide a recommendation as to the appropriate sanction, if any. The County Board shall make the final determination on the appropriate sanction, if any.

(B) The Board may, in its discretion, impose one or more of the following sanctions:

1. Private reprimand;
2. Censure without a formal Resolution of the County Board;
3. Censure with a formal Resolution of the County Board;
4. Removal from position of Committee Chair;
5. Removal from Committee; and
6. Referral to Dispute Resolution Committee to determine if cause exists to

remove the Board Member from office.

If the Board refers the matter to the Dispute Resolution Committee to determine if cause (defined as inefficiency, neglect of duty, official misconduct or malfeasance in office) exists to remove the Board Member from office, the Dispute Resolution Committee is authorized to appoint agents to (a) conduct any further and other investigation as may be necessary; (b) prepare verified charges seeking the Board Member's removal from office; and (c) prosecute the Board Member's removal from office. Any such proceedings shall comply with Wis. Stats. Chap. 17.

See Appendix for Dispute Resolution Committee

**1. Executive Committee:**

The Executive Committee shall be comprised of six (6) members, the County Board Chairperson, who will serve as Chair of the Committee, along with the Chair of the other five (5) standing committees. The Executive Committee is responsible for policy direction and oversight, as well as budgetary oversight for the offices of County Administrator, Information Technology, Facilities and Maintenance, Human Resources, Corporation Counsel, County Clerk, Finance, Register of Deeds and County Treasurer. This Committee is responsible for reviewing and recommending action on the annual budget prepared by the County Administrator for submission to the County Board; sets parameters and goals and gives policy direction to the County Administrator and Human Resources Manager on collective bargaining issues; has jurisdiction over all County personnel matters; provides oversight on all County financial matters, examines all claims against the County. It shall maintain insurance coverage on all county property and shall investigate and supervise all county property and liability insurance programs.

**2. Conservation, Sanitation & Zoning Committee:**

The CSZ Committee shall be comprised of five (5) County Board members plus one Citizen Farmer member. This committee is responsible for policy direction and oversight, as well as budgetary oversight for the offices of Land Conservation; Zoning and Sanitation. This committee promotes the development of comprehensive county-wide resource conservation programs; handles all matters pertaining to the County planning and zoning and long-range development plans; deals with issues concerning the Farmland Preservation Program.

**3. Highway/Transportation Committee:**

The Highway Committee shall be comprised of five (5) County Board members who shall be appointed pursuant to Wisconsin Statutes §83.015(1)(c) and whose duties are outlined in Wisconsin Statutes 83.015(2)(b) – a policymaking body determining the broad outlines and principles governing administration of the highway department. The committee also reviews the budget performance of the highway department. One member of the Railroad Commission shall serve on the Highway/Transportation Committee.

**4. Public Safety Committee:**

The Public Safety Committee shall be comprised of five (5) County Board members. The Public Safety Committee is responsible for policy direction and oversight, as well as budgetary oversight, for the offices of Clerk of Circuits Court, District Attorney, Emergency Management, Coroner, Sheriff, Register in Probate, Treatment Court, Victim Witness and Child Support.

**5. Orchard Manor - County Farm Committee:**

The Orchard Manor – County Farm Committee shall be comprised of five (5) County Board members. This committee is responsible for policy direction and oversight, as well as budgetary oversight, for Orchard Manor and the Grant County Farm. This committee is responsible for managing and developing policies and procedures for operations and maintenance of these county assets.

**6. Ag/Extension-Education, Fair Committee:**

The Ag/Extension – Education and Fair Committee shall be comprised of five (5) County Board members. This committee is responsible for policy direction and oversight, as well as budgetary oversight, on all matters pertaining to the UW-Madison, Division of Extension, Economic Development, Tourism, the Grant County Fair and certain agriculture areas. It shall examine all accounts of the County Extension Service and have

supervision thereof. This committee shall also supervise the operation of the fairgrounds and its buildings and the Grant County Fair. This committee shall have charge of county publicity, development of recreation, and the attraction of industry to the County. This committee shall review and approve all dog claims for possible referral to the Grant County Board of Supervisors.

**Grant County Supervisors may be members of the following committees, board and commissions. Supervisor membership shall be appointment by the County Board Chair and non-supervisor membership by the Administrator subject to confirmation by the County Board.**

**The following board and commissions should meet bimonthly or quarterly as appropriate.**

**ADRC Board/Commission on Aging of Grant County:** The committee shall consist of seven (7) members. Two (2) members shall be County Board members and five (5) members shall be citizen members appointed by the Administrator and confirmed by the County Board. The ADRC board must include one person with a physical disability or an acceptable representative, one person with an intellectual disability or an acceptable representative and 50% of the members must be over sixty (60) years of age. This committee shall act as the clearinghouse for all County programs related to aging. This committee will serve as the official statutory Commission on Aging pursuant to Wis. Stat. 46.82(4).

**Board of Adjustment:** Three (3) members and two (2) alternates appointed by the County Board Chair and confirmed by the County Board. Reports to CSZD Committee.

**Board of Health:** The committee shall consist of seven (7) members, four (4) of which shall be County Board members and three (3) members shall be citizens appointed by the Administrator and confirmed by the County Board. This committee is responsible for policies to improve health outcomes and ensure that necessary public health services are provided. This board is created pursuant to Wis. Stat. 251.03.

**Criminal Justice Coordinating Council:** Membership by Resolution

**Southwest Wisconsin Community Action Program:** Two (2) Grant County Board members shall be appointed by the Administrator and confirmed by the County Board.

**DMATS:** One (1) Grant County Board member shall be appointed to serve on the Dubuque Metropolitan Area Transportation Study.

**Grant County Economic Development Corporation:** One (1) Grant County Board member shall be appointed to serve with the Grant County Board Chairperson, who serves as the Treasurer.

**Local Emergency Planning Committee:** One (1) County Board member appointed by the Administrator and confirmed by the County Board.

**Library:** One (1) Grant County Board member and up to five (5) citizen members shall be appointed by the Administrator and confirmed by the County Board. County appointments determined by Wis. Stat. 43.60(3).

**Land Information Council:** This council shall consist of the register of deeds, treasurer, real

property lister, member of the board, representative of the land information office, a realtor, public safety representative and county surveyor.

**Opioid Settlement Review Board:** Administrator, County Clerk, and up to two (2) other designees per resolution shall prioritize spending options for the opioid settlement funding.

**Railroad:** Three (3) Grant County representatives are appointed to Wisconsin River Rail Transit Commission (WRRTC) on rotating three-year terms. Grant County Supervisors or citizen members may be appointed.

**Social Services Board:** The board shall consist of five (5) Grant County Board members appointed by the Administrator and confirmed by the County Board. The board shall act as the policy and oversight committee of the Social Services Department pursuant to Wis. Stat. 46.22(1)(m).

**Southwest Wisconsin Regional Planning Commission:** Membership by rule

**Traffic Safety Commission:** This commission shall consist of the county highway commissioner or a designated representative, the chief county traffic law enforcement officer or a designated representative, the county highway safety coordinator, and a representative designated by the county board from each of the disciplines of education, medicine and law and three (3) representatives involved in law enforcement, highways and highway safety designated by the secretary of transportation. The traffic safety commission shall meet at least quarterly to review traffic accident data from the county and other traffic safety related matters.

**Unified Community Services Board:** The Board shall consist of eleven (11) members: three (3) members of the Oversight Commission who are county board supervisors (two from Grant County and one from Iowa County); five (5) members appointed by Grant County, up to one (1) of whom may be a county board member; and three (3) members appointed by Iowa County, up to two (2) of whom may be county board members. The Board shall act as the policy-making body, determining the broad outlines and principles governing the administration of programs under Wis. Stat. § 51.42, and shall exercise its powers and duties in a manner consistent with that role.

**Oversight Commission of Unified Community Services:** The Oversight Commission shall be comprised of the following five (5) persons: Grant County Administrator, or their designee, Iowa County Administrator, or their designee, Grant County Board Chair, or their designee, Iowa County Board Chair, or their designee, and the Grant County Board Vice Chair or their designee.

**Veterans Service Commission:** This committee will act as a liaison between the Veterans Service Office and the Grant County Board of Supervisors. It shall meet with the Veterans Service Officer and shall have equal voice in the affairs of the Veterans Service Office. The duties performed by the Veterans Service Office are carried out separately and distinctly from any other county department and shall be performed in accordance with Wis. Stat. §45.80. This commission shall be comprised of three members: one (1) County Board member plus two (2) citizen members.

## **APPENDIX B - Rules for Participation in Meetings by Telephone Conference Call or Other Electronic Means**

Members may be permitted to attend, participate and vote at meetings by telephone conference call or other electronic means under the following conditions:

- A. The definitions of the terms “meeting;” “government body;” “open session;” or any other defined term used in these rules is found in the Chapter 19 of the Wisconsin Statutes. The definition of “quorum” or any other definition shall be as described in the Grant County Board rules.
- B. All pertinent provisions of the Wisconsin Open Meetings Law must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of meeting; and in particular, any use of closed sessions shall be in compliance with the provisions of the law.
- C. Pursuant to the Wisconsin Open Meetings Law governmental bodies are prohibited from establishing a quorum to conduct business at an open or closed meeting through the attendance of board members by the use of telephone conference calls or other electronic means without giving proper notice. A quorum of members of the board or committee **MUST** be physically present at the location of an open or closed meeting. Only additional members. i.e., those members not part of the required physically present quorum, may attend by telephone conference call or other electronic means including ZOOM.
- D. If a quorum of the Board is physically present, a majority of the Board may allow a board member to attend a meeting through telephone conference call or other electronic means if his or her physical presence at the meeting is prevented due to (1) personal illness or disability; (2) employment purposes or the business of the Board; or (3) a family or other emergency.
- E. That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members attending for discussion or voting purposes are in fact an authorized member with the right to speak and vote.
- F. Members who wish to attend a meeting by telephone conference call or other electronic means must give the Chair of the meeting at least 24 hours advance notice before the commencement of the meeting so that a call-in number may be established, unless such advanced notice is impracticable and a call-in number has already been established.
- G. As soon as it becomes apparent to the Board that a meeting will include telephone conferencing or other electronic means, all subsequent notices of the meeting shall indicate that one or more Board members may be attending by electronic means. In the event that the notice of the meeting has already been disseminated and posted, an amended notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board or as the original notice was given.
- H. All board members attending meetings by telephone conference call or other electronic means shall be entitled to vote as if they were personally and physically present at the

meeting site so long as the telephone or other electronic connection exists and a physical quorum of the Board or Committee is present, but their votes shall be recorded by the Secretary as done by electronic attendance.

- I. The meeting minutes shall indicate the (i) members of the Board who were either present or absent from the meeting and whether those members in attendance were physically present or present by telephone conference call video conference or other electronic means; and (ii) for those Board members who attend by telephone conference call or other electronic means, and in the event the entire meeting is not so attended by such members, the minutes shall indicate those portions of the meeting that were attended by telephone conference call or other electronic means.
- J. The location of the meeting included on the notice shall be equipped with a suitable speaker phone system or transmission system in order that the public audience, the Board members in attendance, and any staff or guests will be able to hear any input, vote, or discussion of the teleconference or other electronic conferencing.
- K. This policy shall not be construed to mean that conferencing by electronic means shall be regularly used or used at every meeting of the Board but shall be used only as necessary to allow the participation of Board members who are unable to attend in person due to such circumstances as listed in these rules.
- L. If there is a closed session during the meeting, any Board members present through telephonic or electronic means must certify if telephonic that no one else is on the phone or has access to the phone and if electronic the Board members must show with their camera that they are the only person in the room.

## **APPENDIX C - Grant County Board Code of Conduct**

### **I. Preamble**

The citizens and businesses of Grant County, Wisconsin, are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. In keeping with Grant County's commitment to its citizens, the effective functioning of representative democratic government requires elected county board supervisors comply with both the letter and spirit of the laws and policies affecting the operations of government; that elected county board supervisors be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Grant County Board of Supervisors has adopted this Code of Conduct for county board supervisors to assure public confidence in the integrity of local government and its effective and fair operation.

### **II. Act in the Public Interest**

Recognizing that stewardship of the public interest must be their primary concern, county board supervisors will work for the common good of the people of Grant County and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims, and transactions coming before the Grant County Board of Supervisors, boards, commissions, and committees. In addition, county board supervisors shall adhere to all statutes, ordinances and rules relating to the conduct of county business including, without limitation, Wis. Stat. § 19.59, *et seq.*

### **III. Comply with the Law**

County board supervisors shall comply with the laws of the nation, the State of Wisconsin and the County of Grant in the performance of their public duties. These laws include, but are not limited to: the United States and Wisconsin constitutions; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open government; and County ordinances and policies.

### **IV. Conduct of County Board Supervisors**

The professional and personal conduct of county board supervisors must be above reproach and avoid even the appearance of impropriety. County board supervisors shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other county board supervisors, boards, commissions, and committees, the staff or public.

### **V. Respect for Process**

County board supervisors shall perform their duties in accordance with the processes and rules of order established by the Board of Supervisors and boards, committees, and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board of Supervisors by County staff.

### **VI. Conduct of Public Meetings**

County board supervisors shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

## **VII. Decisions Based on Merit**

County board supervisors shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

## **VIII. Communication**

County board supervisors shall publicly share substantive information that is relevant to a matter under consideration by the Board of Supervisors or boards, committees and commissions, which they may have received from sources outside of the public decision-making process.

## **IX. Confidential Information**

Unless otherwise required by law, county board supervisors shall respect the confidentiality of information concerning the property, personnel or affairs of the County. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

## **X. Use of Public Resources**

County board supervisors shall not use public resources that are not available to the public in general, such as County staff time, equipment, supplies or facilities, for private gain or personal purposes.

## **XI. Representation of Private Interests**

In keeping with their role as stewards of the public interest, county board supervisors shall not appear on behalf of the private interests of third parties before the Board of Supervisors or any board, committee, commission or proceeding of the County.

## **XII. Advocacy**

County board supervisors shall represent the official policies or positions of the Board of Supervisors, boards, commissions or committees to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions or otherwise speaking without the express direction or authorization of their body, county board supervisors shall explicitly state they do not represent their body or Grant County, nor will they allow the inference that they do.

## **XIII. Policy Role of County Board Supervisors**

The Board of Supervisors determines the policies of the County with the advice, information and analysis provided by the public, boards, commissions, and committees, and County staff. The Board of Supervisors delegates authority for the administration of the County to County staff. County board supervisors therefore shall not interfere with the administrative functions of the County or the professional duties of County staff; nor shall they impair the ability of staff to implement Board policy decisions.

## **XIV. Independence of Board and Commissions**

Because of the value of the independent advice of boards, committees and commissions to the public decision-making process, county board supervisors shall refrain from using their positions to unduly influence the deliberations or outcomes of board, committee or commission proceedings.

## **XV. Positive Work Place Environment**

County board supervisors shall support the maintenance of a positive and constructive work place environment for County employees and for citizens and businesses dealing with the

County. County board supervisors shall recognize their special role in dealings with County employees and in no way create the perception of inappropriate direction to staff.

#### **XVI. Implementation**

As an expression of the standards of conduct for county board supervisors expected by the County, the Grant County Supervisors Code of Conduct is intended to be self-enforcing. It becomes most effective when county board supervisors are thoroughly familiar with it and embrace its provisions.

For this reason, training on state and local ethical standards and this Code of Conduct shall be included in the regular orientations for new county board supervisors. County board supervisors entering office shall sign a statement affirming they have read and understood the Grant County Supervisors Code of Conduct. In addition, the County Board of Supervisors shall annually review the Code of Conduct and shall consider recommendations from boards, committees and commissions to update it as necessary.

#### **XVII. Compliance and Enforcement**

The Grant County Supervisor Code of Conduct expresses standards of ethical conduct expected

of county board supervisors. County board supervisors themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

Any county board supervisor may file a written statement regarding alleged violations of the Code of Conduct according to Grant County's policy regarding the Dispute Resolution Committee.

The Board of Supervisors may impose sanctions on county board supervisors whose conduct does not comply with the standards set forth in the Code of Conduct, such as reprimand, formal censure, or loss of committee assignment. The remedies provided herein are not exclusive of any other remedies available by law.

A violation of this Code of Conduct shall not be considered a basis for challenging the validity of a Board of Supervisors decision.

## **APPENDIX D - Grant County Board Dispute Resolution Committee**

The Grant County Board of Supervisors has established the Board Dispute Resolution Committee to provide a mechanism for the orderly and peaceful resolution of any disputes that may arise under the Grant County Board Code of Conduct. The Board Dispute Resolution Committee shall be formed only on an as-needed basis (as set forth below) and shall conduct itself according to the following rules.

1. Any Board Dispute Resolution Committee convened shall consist of three (3) members appointed by the County Board Chair, all of whom must be current county board supervisors, consistent with the following: one (1) member chosen by the individual that filed the written statement (other than him or herself), one (1) member chosen by the individual alleged to have violated the Code of Conduct (other than him or herself) and the County Board Chair. If the County Board Chair is involved in the alleged incident as a complaining party, accused individual or witness, the Vice Chair shall serve. If the County Board Chair and Vice Chair are all unable to serve, the third Committee member shall be chosen by random drawing.

2. Any county board supervisor having a good faith basis to believe that a fellow county board supervisor has violated the Grant County Board Code of Conduct may file a written statement with the County Board Chair. Any written statement filed hereunder shall provide a recitation of the Code of Conduct rule alleged to have been violated and a detailed statement of all facts supporting the allegation(s), including names of any and all witnesses having information relevant to the allegation(s). All statements must be signed and dated by the complaining county board supervisor.

3. Within 10 days of receiving a written statement, the County Board Chair shall:

- a. Acknowledge receipt of the statement to the complaining county board supervisor;
- b. Provide a copy of the statement to the county board supervisor accused of having violated the Code of Conduct;
- c. Ask the complaining party for the name of the current county board supervisor that the complaining party designates for the Board Dispute Resolution Committee; and
- d. Ask the accused individual for the name of the current county board supervisor that the complaining party designates for the Board Dispute Resolution Committee.

The County Board Chair shall appoint the members of the Board Dispute Resolution Committee as soon as possible, but in no event later than 20 days after the filing of the written statement. The County Board Chair shall have the ability to appoint members to the Committee at his/her discretion in the event the timelines above are not followed.

4. The Board Dispute Resolution Committee shall convene as soon as possible after appointment, but in no event later than 30 days after the filing of the written statement. The Committee may establish rules for proceeding on the complaint including, without limitation, asking for information from individuals with knowledge of the facts and circumstances surrounding the claimed infraction.

5. As soon as practical, but not later than 60 days following the filing of the written statement, the Committee shall issue a written report with a recommendation to the County Board as to whether an infraction of the Code of Conduct occurred and, if so, the appropriate remedy under the Code of Conduct.

6. If the Committee determines that a written statement is filed in bad faith, without foundation in fact or without foundation under the Code of Conduct, the Committee may recommend that action be taken against the county board supervisor consistent with the Code of Conduct.

7. The County Board shall place the Committee's report on the agenda for the next scheduled County Board meeting.

8. At the County Board meeting at which the Committee's report is placed on the agenda, the County Board shall receive the report and consider action to be taken, if any, with respect to the report. The County Board is not bound by the Committee's recommendation.

## **APPENDIX E - County Board Supervisor Cyber Security Training Compliance Policy Purpose**

This policy outlines the requirements for County Board Supervisor participation in mandatory security awareness training (through the program the County determines), which is part of the current program to strengthen Grant County's cybersecurity defenses and promote a secure working environment.

### **Scope**

This policy applies to all Grant County Board Supervisors with access to county systems, including email access.

### **Policy Statement**

All Grant County Board Supervisors are required to complete monthly security awareness training as part of the county's commitment to protecting sensitive information and ensuring a secure workplace.

### **Training Requirements**

#### **1. Initial Training**

- All new County Board Supervisors must complete the initial security awareness training within 30 days of their start date.

#### **2. Monthly Training**

- All County Board Supervisors are required to complete monthly training modules by the designated deadline.

#### **3. Ongoing Training**

- Additional training modules may be assigned as determined by the Grant County IT Department in response to emerging threats or policy updates.

### **Compliance Monitoring**

- The IT Security Team will monitor compliance with training requirements in collaboration with the County Board Chair.
- County Board Supervisors will receive reminders about upcoming training deadlines.

### **Consequences of Non-Compliance**

Failure to complete required training may result in the following actions:

#### **1. Access Restrictions**

- After three months of non-compliance, access to county systems may be deactivated.

### **Exemptions**

Any exemptions to this policy must be documented and approved by the Grant County Board of Supervisors in concurrence with the Grant County IT Department.

# APPRECIATION MEAL SCHEDULE

	<u>Location</u>	<u>Date</u>
1	Courthouse / Administration	March 26
2	CSZD and Unified Counseling	April 14
3	Orchard Manor	April 16
4	CSB	April 20
5	Fair and Extension / Highway	April 23

## **MENU**

BBQ Pork  
Broccoli Cauliflower Salad  
Potato Salad  
Rotini Salad  
Fruit Pizza  
Cheese Curds  
Dessert (Banana Bars, Brownies)  
Milk (Chocolate, White and Strawberry)  
Water

Administration Building  
 111 South Jefferson St  
 P.O. Box 430  
 Lancaster, WI 53813-0430  
 Phone: 608-723-2604  
 Fax: 608-723-5636

**FEBRUARY, 2026**  
**Grant County**  
**Treasurer**

**General Investments**

Investment	Term	Rate	Principal	Bank	Maturity
Wisconsin State Local Gov Investment Pool		3.69%	\$ 3,164,261.02	LGIP	As Needed
ICS High Yield Money Mkt		3.82%	\$ 3,166,157.45	Mound City Bank	As Needed
CD#0530824	15 Months	4.25%	\$ 549,975.00	Dupaco Comm Credit Unio	6/21/2026
CD#0530832	19 Months	4.75%	\$ 600,000.00	Dupaco Comm Credit Unio	3/24/2026
CD#740622496	24 Months	4.55%	\$ 800,000.00	MidWestOne Bank	7/8/2026
CD#6001408	25 Months	4.15%	\$ 800,000.00	Fidelity Bank	2/14/2027
CD#6001198	19 Months	4.25%	\$ 650,000.00	Fidelity Bank	6/9/2026
CD#20048800	25 Months	3.89%	\$ 958,140.68	Mound City Bank	9/21/2027
CDARS#1031722027	52 Weeks	4.05%	\$ 929,181.43	Mound City Bank	8/20/2026
CD#330330706492	16 Months	4.00%	\$ 800,000.00	Peoples State Bank	12/20/2026
<b>Total General Investments</b>			<b>\$ 12,417,715.58</b>		

**TREASURER'S RECONCILIATION**

BANK BALANCE JAN,26	\$16,646,327.05	
RECEIPTS	\$26,144,182.94	
DISBURSEMENTS		\$18,124,769.52
BANK BALANCE FEB,26		\$24,665,740.47
	<u>\$42,790,509.99</u>	<u>\$42,790,509.99</u>

**BANK RECONCILIATION**

CLARE - GEN	FEB, 26	\$23,121,294.31
CFB - HRA	FEB, 26	\$155,059.80
CFB - ACH	FEB, 26	\$609,763.10
CFB - RISK RESRV	FEB, 26	\$13,926.58
CFB - TX LINK	FEB, 26	\$2,000.00
MCB-CSZD	FEB, 26	\$9,544.98
ROYAL - OPIOID	FEB, 26	\$754,126.70
DUPACO	FEB, 26	\$25.00
SUBTOTAL		<u>\$24,665,740.47</u>
LESS OUTSTANDING ORDERS		\$1,036,847.62
TREASURER'S BALANCE		<u>\$23,628,892.85</u>

## Other Accounts

Waste Water Equipment Replacement Account	\$	23,430.97
Future Bond Payment Orchard Manor	\$	226,659.26
Jail Assess Fund carry over Balance	\$	204,272.76

(City Revenue: Fines & Forfeitures thru 2/28/2026 \$5301.29)

## Interest Earned 1/01/2026 to 2/28/2026

State Investment Pool	\$	19,836.09
General Fund Investments	\$	64,725.43
Checking Accounts	\$	111,024.88
On Delinquent Taxes	\$	37,020.86
MCB Sweep Acct	\$	17,517.20
CSZD Account	\$	0.46
ROYAL Opioid Account	\$	730.87
Waste Water Account	\$	18.92
CFB Risk Reserve Account	\$	2.98
<b>Total Interest</b>	<b>\$</b>	<b>250,877.69</b>

## Grant County Treasurer's Tax Collection Report

Year	Tax Collected in FEB 2026	Tax Yet to Collect FEB 28, 2026	Compared to Tax to Collect FEB 28, 2025
2015	\$ -	\$ -	\$ -
2016	\$ -	\$ -	
2017	\$ -	\$ 6,983.88	\$ 6,983.88
2018	\$ -	\$ 9,197.87	\$ 9,197.87
2019	\$ -	\$ 8,106.07	\$ 8,106.07
2020	\$ -	\$ 7,713.86	\$ 9,900.57
2021	\$ -	\$ 15,049.34	\$ 34,744.66
2022	\$ 4,645.34	\$ 42,078.23	\$ 138,136.82
2023	\$ 15,304.67	\$ 236,574.92	\$ 482,026.18
2024	\$ 37,145.44	\$ 524,758.38	
<b>TOTAL</b>	<b>\$ 57,095.45</b>	<b>\$ 850,462.55</b>	<b>\$ 689,096.05</b>
<b>2025-2026</b>	<b>\$ 556,161.31</b>	<b>\$ 17,157,263.48</b>	<b>\$ 16,689,906.17</b>

**MONTHLY SALES TAX REPORT 2026**

	<u>2026</u>	<u>2025</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>
<b>2026 MONTHLY SALES TAX DISTRIBUTION:</b>						
Dec 16, 2025 - Jan 15, 2026	\$483,146.40	\$517,680.20	\$298,903.07	\$340,174.42	\$299,158.92	\$325,118.27
Jan 16, 2026 - Feb 15, 2026	\$460,056.45	\$434,239.48	\$646,515.46	\$576,314.29	\$433,775.71	\$309,198.35
		\$317,762.88	\$318,862.48	\$320,019.72	\$336,077.73	\$259,736.98
		\$491,362.09	\$261,132.76	\$301,464.73	\$416,278.22	\$346,170.58
		\$479,995.46	\$496,102.94	\$434,991.52	\$343,917.91	\$362,045.14
		\$330,284.39	\$372,802.59	\$487,400.33	\$507,672.44	\$433,225.78
		\$696,287.98	\$383,042.36	\$402,860.49	\$390,239.12	\$349,210.92
		\$492,645.54	\$631,419.98	\$520,229.63	\$421,231.76	\$370,519.94
		\$427,680.08	\$349,211.68	\$437,590.98	\$475,170.48	\$411,180.46
		\$592,791.48	\$428,022.67	\$361,699.88	\$436,634.29	\$366,645.81
		\$413,527.43	\$528,038.39	\$479,054.21	\$505,415.05	\$344,935.87
		\$452,377.41	\$375,327.70	\$426,900.37	\$412,789.80	\$432,129.92
	<b>\$943,202.85</b>	<b>\$5,646,634.42</b>	<b>\$5,089,382.08</b>	<b>\$5,088,700.57</b>	<b>\$4,978,361.43</b>	<b>\$4,310,118.02</b>

Respectfully Submitted,

*Carrie Eastlick*

Carrie Eastlick, Grant County Treasurer